

**Yorkshire, North Trent & Humberside
Head & Neck Specialist Network Meeting**
Minutes of the meeting held on
Thursday 4th May 2006, 1.30pm
Room 1, YCRN Conference Suite, Cookridge Hospital

Present:	Lucy Taylor	Bradford Teaching Hospitals NHS Foundation Trust
	Jane Norton	Bradford City PCT
	Vanessa Hansen	Calderdale and Huddersfield NHS Trust
	Janet Ryles	Doncaster and Bassetlaw Hospitals NHS Foundation Trust
	Tricia Feber	Leeds Teaching Hospitals NHS Trust
	Karen Stocks	
	Karen Stromberg	
	Helen Chadwick	Mid Yorkshire NHS Trust
	Julie Hoole (Acting Chair)	
	Tracey White	Sheffield Teaching Hospitals NHS Trust
	Karen Jackson	
	Jane Archer	Yorkshire Cancer Network
	Helen Ryan	

1. Welcome and Apologies

Sarah Cameron, Isla Cliffe, Lisa Copeland, Nina Corfield, Sarah Cost, Becky Davies, Andrea Dew, Maxine Eades, Cathryn Farrell, Sally Renke and Jane Thornton.

2. Minutes of the Last Meeting

Were agreed as being an accurate record.

3. Matters arising

- **Patient Information**

Karen Stocks highlighted that the Network head and neck cancer patient information is still with Jane Garrud at Medical Illustration, Cookridge. As the work is two years out of date the group agreed to review it before it goes to print.

Also refer to agenda item 4.

Action: Karen Stocks to obtain patient information from Jane Garrud for review by the group.

- **National Patient Information Day**

The National Patient Information Day was cancelled.

- **Terms of reference and objectives**

The revised draft terms of reference and objectives were tabled. Both documents were signed off by the group.

Action: Helen Ryan to add terms of reference and objectives to Head and Nurses Page of YCN website.

- **Rehabilitation Plan**

The Rehabilitation Plan has been amended taking into account the comments received and is ready for pilot. The YCN have agreed to fund the initial print run and local organisations would then be responsible for funding re-prints.

4. Patient Information

Jane Archer, YCN Patient Information and Support Manager introduced herself to the group and tabled a paper summarising her role (document attached with the minutes).

Jane Archer is working with all NSSG's/ Network nursing groups to develop information protocols in line with agreed pathways, to implement and audit.

The group agreed to use the next meeting for a head and neck patient information mapping event. It was agreed to use examples of work already produced including the national mapping exercise, available on the BAHNON website, and work carried out by other Networks.

Jane Archer confirmed that there is funding attached to her role for Network-wide resource development. For qualification and allocation, patient information resources need to be clearly identified within the agreed Network Patient Information Protocols. Further discussion on the mechanisms at a later date.

Jane Archer also outlined the developing YCN Editorial Panel and associated quality processes.

Action: Jane Archer to liaise with Sarah Cost to plan mapping event.

5. User Involvement

Jane Archer briefly explained the role of Martin Child, YCN User Involvement Facilitator. It was agreed to invite Martin Child to the mapping event.

6. Education

The next BAHNON 'Sharing Good Practice Conference' will take place on 15th June 2006 at the Royal Armouries, Leeds.

A laryngectomy study day has been arranged for the end of May at the Northern General Hospital, Sheffield. The study day will focus on anatomy and physiology, psychosocial issues, speech and swallowing rehabilitation and dietetic input.

Bradford is hosting a Macmillan Surgical Voice Restoration Study Day on Monday 31st July 2006; the event is open to speech and language therapists and nurses.

7. Feedback from Conference

Julie Hoole highlighted that a study day took place within Mid Yorkshire on 21st April 2006 to raise the awareness of oral cancer and its treatments. The study day raised £2,100 for Macmillan Cancer Support, it attracted 70 delegates and received very positive evaluations.

8. Feedback from Local, Network and National Groups

The group discussed the issues and concerns associated with the centralisation of head and neck cancer services within the Yorkshire Cancer Network and North Trent Cancer Network following the publication of the NICE Improving Outcomes Guidance.

9. Update on PDT & work in Mid Yorkshire

Julie Hoole has completed a Photodynamic Therapy (PDT) pathway for patients and professionals. Julie Hoole offered to present the PDT pathway to anyone interested.

10. Any other business

- Julie Hoole referred the group to 'The Croakies' website (www.thecroakies.org.uk).
- The Macmillan Campaign, which took place last autumn and involved Head and Neck Patients was extremely successful and raised £170,000.

11. Date and Time of Next Meeting

(Patient Information Mapping Event)

**Tuesday 8th August 2006, 1.00 – 5.00pm
YCRN Conference Suite, Cookridge Hospital**