

**Yorkshire, North Trent & Humberside
Head & Neck Specialist Network Meeting**
Minutes of the meeting held on
Tuesday 31st October 2006, 1.30pm
Room 1, YCRN Conference Suite, Cookridge Hospital

Present:	Isla Cliffe	Bradford and Airedale Teaching PCT
	Bryony Clarke Sarah Cost (Chair) Lucy Taylor	Bradford Teaching Hospitals NHS Foundation Trust
	Sarah Cameron	Leeds Teaching Hospitals NHS Trust
	Helen Chadwick Cathryn Farrell	Mid Yorkshire NHS Trust
	Becky Davis	York Hospitals NHS Trust
	Helen Ryan June Toovey	Yorkshire Cancer Network

1. Welcome and Apologies

Paula Adam, Nina Corfield, Tricia Feber, Vanessa Hansen, Julie Hoole, Karen Jackson, Janet Ryles, Jan Thornton and Tracey White.

Sarah Cost introduced June Toovey, Yorkshire Cancer Network Nurse Director and Bryony Clarke, Dietitian from Bradford Teaching Hospitals NHS Foundation Trust to the group. Bryony Clarke will be covering Lucy Taylor's maternity leave.

2. Minutes of the Last Meeting

Were agreed as being an accurate record.

3. Matters arising

- **Patient Information Leaflets**

Sarah Cost informed the group that the Network head and neck cancer patient's information leaflets have been returned from Jane Garrud at Cookridge Medical Illustration and are ready for review.

The application form for funding from the YCN Patient Information Budget was circulated to the group with the agenda.

- **Rehabilitation Plan**

Sarah Cost highlighted that the Network has agreed funding for the Rehabilitation Plan. The requisitions are currently with Bradford procurement services and the plan will go to print shortly.

The Cancer Nurse Specialists Group will agree the roll-out of the plan at their next meeting.

4. Chair and Vice Chair

Sarah Cost confirmed that she will be standing down as Chair of the group as she has been elected as Vice Chair of the YCN Head and Neck Group. Becky Davis will take on the role of Chair at the next meeting.

Sarah Cost highlighted that a Vice Chair for the group is required and encouraged AHP colleagues to take on the role. The vice chair will succeed to the chair of the group after 2 years.

Action: Helen Ryan to circulate nomination form for Vice Chair.

5. Supportive Care Pathway Development

June Toovey informed the group that she is taking forward a piece of work to identify the supportive care needs for cancer patients along the patient pathway, which will help inform commissioning once Payment by Results is in place. The work will run in conjunction with the patient information pathway mapping.

June Toovey proposed piloting the supportive care pathway development work with the Head and Neck Specialist Group as the membership includes both nursing and AHP's.

There was unanimous support from the group to pilot the work. Sarah Cost, Isla Cliffe and Becky Davis volunteered to meet with June Toovey to discuss the way forward.

Action: Helen Ryan to arrange supportive care pathways sub-group meeting.

6. Feedback from Local, Network and National Groups

National

Sarah Cost highlighted that the remit of the CSC Head and Neck Advisory committee has changed and will keep the group updated.

Sarah Cost informed the group that BAHNON have written to Mrs Patricia Hewitt, Health Secretary regarding the threat to CNS posts, the correspondence was tabled. An article published in the Yorkshire Post 'Nurse Warns Cuts Will Hit Specialist Care' on 11th October 2006 was also tabled for discussion <http://www.yorkshireday.co.uk/ViewArticle2.aspx?SectionID=55&ArticleID=1814799>.

Sarah Cost highlighted that BAHNON is meeting again in December to agree their objectives. The group will be looking at patient information, led by Sarah Cost.

It was noted that BAHNON are organising a national study day 'Sharing Good Practice in Head and Neck Cancer Nursing' on Friday 15th June 2007 at the Royal Armouries Museum, Leeds. www.bahnon.org.uk.

Network

Sarah Cost updated the group on the YCN Head and Neck Group meeting which took place on 16th October 2006. The main issue of discussion was the forthcoming Peer Review of Head and Neck Cancer Services. The YCN will be peer reviewed in September 2007; the Network will receive six months notification prior to the pre-visit.

The Northern Zone Peer Review Team are recruiting Head and Neck Consultants, CNS and User/Carer reviewers for the visits next year.

Sarah Cost confirmed that to comply with quality measures 1A-20 'agreed named members of a single NSSG' the YCN Head and Neck group must agree a Service Improvement Lead and a User Involvement and Patient Information Lead. Group members have been asked to volunteer to take on the two roles.

It was noted that agreed finalised Network guidelines are urgently needed to progress with the local and Network quality measures for Peer Review.

7. Peer Review

Discussed under agenda item 6.

8. Patient Information

Sarah Cost tabled the report from the Head and Neck Patient Information Mapping Event which took place on 8th August. The event was well attended by service users/ carers. A second event will be held in the New Year to develop the pathway.

It was agreed that each professional group would gather their own patient information by the end of 2006 and a pre-meeting would take place in the New Year to discuss the management of the second event.

The CSC Head and Neck Pathway template can be downloaded via <http://www.cancerimprovement.nhs.uk/patinfopath/Pathway.aspx?TumourID=16>

Action: Sarah Cost will contact Jane Archer to discuss this further.

9. Education

A Laryngectomy study day organised by Helen Chadwick and Nina Corfield has provisionally been arranged for May 2007. The laryngectomy meetings will be resurrected.

10. User Involvement

Nothing further to report.

11. Any Other Business

- It was noted that there has been limited attendance from Humber and Yorkshire Coast Cancer Network at group meetings for sometime. There was a discussion regarding the membership of the group in terms of geographical area as to whether the group should be cross Network or a single YCN group in line with the Head and Neck Network Site Specific Group (NSSG). It was agreed to address the issue at the next meeting.

12. Date of Next Meeting

To be agreed.