

Present:

Ms C Hibbert	Airedale NHS Trust
Dr H Berry (Chair)	Bradford Teaching Hospitals NHS Foundation Trust
Mrs S Ingram	Calderdale & Huddersfield NHS Foundation Trust
Mr J Harrison	Harrogate and District NHS Foundation Trust
Ms S Mori	
Mrs G Barnard	Mid Yorkshire Hospitals NHS Trust
Mr M Walkley	NYCRIS
Ms N Slater	York Hospitals NHS Trust
Mr P Melling	Yorkshire Cancer Network

1. Apologies

Miss L Carroll, Ms N Easey, Mr B Tinkler

3. Matters arising			
Log No	Action	Lead(s)	Deadline
42	To instigate a regular email notification system with Information Leads to circulate important information/updates between quarterly meetings	P Melling	11/12/2006
43	To inform Martin Waugh if emails from PPM are not being received to the local NHS mail box addresses.	All	review 29/03/2007
4.1. Latest Data			
Log No	Action	Lead(s)	Deadline
44	To calculate and circulate the 2ww %conversion rate data by Trust and tumour site for Q1 & Q2 2006/7.	P Melling	15/12/2006
4.3. MDT alerts process			
Log No	Action	Lead(s)	Deadline
45	To review progress and continue implementation of the process which will allow localities to put referrals directly onto PPM and therefore improve the transfer between diagnosing and treating hospitals. This will include chasing outstanding Caldicott information sharing agreements.	P Melling and M Waugh	22/12/2006
5. Network Cancer Data Server Project			
Log No	Action	Lead(s)	Deadline
46	To upload data routinely to the Network server	All	review 29/03/2007
47	To recirculate the Network Server User Guide for comments	P Melling	15/12/2006
48	To expedite the extraction and uploading of cancer data from Harrogate to the Network Event Server.	Mr Harrison	22/12/2007
49	To explore the development of the Network Server to include the addition of planned treatments and tracking events.	P Melling	review 29/03/2007

6. Choose and Book for 2ww			
Log No	Action	Lead(s)	Deadline
50	To circulate the recently published "Choose and Book Implementation Guidance for Urgent Referrals for Suspected Cancer - Two Week Waits"	P Melling	15/12/2006
51	Localities to send copies of all site-specific 2ww referral forms to Mr Melling.	All	22/12/2006
7.1. NCASP			
Log No	Action	Lead(s)	Deadline
53 LUCADA	To amend processes to enable the uploading of the full LUCADA dataset for all patients first seen by each Organisation (this is a change from the old rules of only uploading data based on actual Trust activity).	All	review 29/03/2007
54 NBOCAP	To clarify the deadlines, time period and ACP compatibility for the latest NBOCAP data request.	P Melling	15/12/2006
55	To continue support of the NBOCAP audit by obtaining an Open Exeter login and start uploading data when the CSV upload facility is completed.	All	review 29/03/2007
56	To clarify the latest Healthcare Commission rules surrounding participation in NCASP audits.	P Melling	15/12/2006
7.2. NSSGs			
Log No	Action	Lead(s)	Deadline
57	To forward a recent email from the Chair of the Head & Neck NSSG relating to the forthcoming audit half-day event in February 2007.	P Melling	15/12/2006
8. Children and Young Adults IOG baseline assessment			
Log No	Action	Lead(s)	Deadline
58	To send the Children's and Young Adults data to Mr Melling (as outlined in the recent request email).	All Trusts yet to send data	31/12/2006

Date of Next Meeting(s)

Thursday 29th March 2007 2:00 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Thursday 28th June 2007 2:00 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Thursday 27th September 2007 2:00 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Thursday 13th December 2007 2:00 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital