

Present:

Ms C Hibbert	Airedale NHS Trust
Dr H Berry (Chair)	Bradford Teaching Hospitals NHS Foundation Trust
Mrs S Ingram	Calderdale and Huddersfield NHS Foundation Trust
Ms V Hilton	Harrogate and District NHS Foundation Trust
Mr M Waugh	Leeds Teaching Hospitals NHS Trust
Mrs G Barnard	Mid Yorkshire Hospitals NHS Trust
Ms N Slater	York Hospitals NHS Foundation Trust
Mr P Melling	Yorkshire Cancer Network

1. Apologies

Ms N Easey, Mr J Harrison, Mr B Tinkler, Mr M Walkley

2. Actions from the last meeting			
Log No	Action	Lead(s)	Deadline
59	To continue an email notification system for Information Leads to circulate important information/updates in the intervals between quarterly meetings.	P Melling	Review 28/06/2007
60	All to check receipt of anticipated PPM emails in local NHS mail accounts.	All	Review 28/06/2007
61	To recalculate and circulate the 2ww % conversion rate data by Trusts and tumour site for Q1-Q3 2006/7. To confirm whether the start date for calculation is the cancer referral decision date or date first seen to enable local replication of the analysis.	P Melling	05/04/2007
62	Airedale, Bradford, Harrogate and Mid Yorkshire to send copies of all site-specific 2ww referral forms to Mr Melling.	Named Trusts	13/04/2007
4.1. Latest Data			
Log No	Action	Lead(s)	Deadline
63	The latest CWT data was presented and discussed in some detail. One of the new analyses presented showed treatments by Trusts and originating PCT of the patient. This highlighted a large number of patients being reported as "Unknown PCT". The Group felt that it would helpful to understand the reasons behind these large numbers. Dr Berry to write to Open Exeter to investigate this issue further.	Dr Berry	27/04/2007

4.2. MDT alerts process			
Log No	Action	Lead(s)	Deadline
64	<p>Bradford, Calderdale-Huddersfield, Harrogate and York have all received training and are now using PPM locally to directly add data for patients being referred to Leeds. York have also requested permission to directly add patients to the central Gynae MDT in Leeds. This has been approved by Leeds. Currently Mid Yorkshire do not have any plans to use PPM for intra-trust transfers. Airedale are in the process of completing the authorisation paperwork.</p> <p>Airedale and Leeds to arrange PPM training and to start using PPM for intra-trust transfers.</p>	M Waugh & C Hibbert	27/04/2007
65	<p>A discussion around the use of PPM as the cancer information system for Trusts outside Leeds was held. Mr Waugh gave a brief summary of the proposals to date and the plans for a pilot roll-out with Calderdale and Huddersfield NHS Foundation Trust. The Group asked for an update on the proposals from Mr Sean Duffy, Medical Director YCN.</p> <p>Mr Melling to ask Mr Duffy to write a paper outlining the proposal for the use of PPM across the whole Network.</p>	P Melling	Review 28/06/2007
5. Network Cancer Data Server Project			
Log No	Action	Lead(s)	Deadline
66	All to continue the routine upload of local data to the Network server.	All	Review 28/06/2007
6.1. NCASP			
Log No	Action	Lead(s)	Deadline
67	<p>NBOCAP</p> <p>Feedback from the recent study day in Bradford was given. A number of serious concerns were raised - specifically concerning the csv file specification and the method for updating data already uploaded.</p> <p>Dr Berry to write to Kimberley Greenaway (Project Manager, NCASP) on behalf of the Group to highlight the concerns and offer our advice and support.</p>	H Berry	27/04/2007
68	<p>Following the recent agreement around responsibility for uploading LUCADA data it was agreed that the same rules should apply for NBOCAP.</p> <p>The full dataset should be uploaded for all patients first seen by each Organisation.</p>	All	Review 28/06/2007
69	<p>LUCADA</p> <p>Mr Melling to confirm with Roz Stanley (LUCADA Information Co-ordinator) the forthcoming deadlines for the LUCADA annual report.</p>	P Melling	05/04/2007
70	<p>DAHNO</p> <p>A detailed discussion took place which included manual data entry, csv files and uploading data, exporting data and the technical issues concerning installation of the Lotus Notes application.</p> <p>Dr Berry to write to DAHNO expressing the concerns of the Group.</p>	H Berry	27/04/2007

Cancer Information Group : Actions of the meeting held on Thursday 29th March 2007 2:00 pm

6.1. NCASP			
Log No	Action	Lead(s)	Deadline
71	National Mastectomy and Breast Reconstruction Audit & National Oesophago-gastric Cancer Audit Mr Melling to obtain and circulate the latest information about these two new NCASP audits.	P Melling	05/04/2007
72	Mr Melling to invite Nancy Horseman (Data Manager, NCASP) to present an NCASP update at the next Information Leads meeting in June.	P Melling	05/04/2007
73	Mr Melling to confirm with the Healthcare Commission the criteria being used for the 2006/7 Annual Healthcheck in relation to participation in the NCASP audits.	P Melling	05/04/2007
6.2. NSSGs			
Log No	Action	Lead(s)	Deadline
74	Gynaecology Mr Melling to arrange a meeting with Dr Orton to plan the September Gynae audit meeting.	P Melling	05/04/2007
8. Any Other Business			
Log No	Action	Lead(s)	Deadline
75	Mr Melling to ensure that any future Network-wide analyses that he undertakes will be circulated to the Information Leads prior to any publication or presentation to the NSSGs.	P Melling	Review 28/06/2007

Date of Next Meeting(s)

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