

**Actions of the meeting held on
Thursday 25 September 2008, 14:00**

Yorkshire Cancer Network

Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Present:

Ms C Hibbert	Airedale NHS Trust
Dr H Berry	Bradford Teaching Hospitals NHS Foundation Trust
Ms L Fox	Calderdale and Huddersfield NHS Foundation Trust
Mrs E Gostick	Harrogate and District NHS Foundation Trust
Mr M Waugh (Chair)	Leeds Teaching Hospitals NHS Trust
Mrs G Barnard	Mid Yorkshire Hospitals NHS Trust
Mr M Day	NYCRIS
Miss S Cuthbertson	Yorkshire Cancer Network
Mr P Melling	

Apologies

Mrs C Brook, Mrs N Slater

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
19	Martin Waugh welcomed Matthew Day and Sarah Cuthbertson to their first meeting and introductions were made.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
20	The action log from the last meeting was agreed as a true record.	N/A	N/A
3. Cancer Waiting Times			
3.1 Latest Data			
Log No	Action	Lead(s)	Deadline
21	Philip Melling presented the latest CWT data and the Group discussed the most recent breaches. Comparisons between unadjusted and adjusted data were made and suggestions given for further analyses. Philip Melling to query the CWT data to determine the number and % of cases containing at least one adjustment. Data to be presented by treating Trust.	P Melling	04/10/2008
3.2 DSCN 20/2008			
Log No	Action	Lead(s)	Deadline
22	Philip Melling to seek clarification from the DH about the transitional arrangements for moving from the current collection to the new dataset from January 2009.	P Melling	04/10/2008
23	The Group discussed the implementation schedule. Although the new standards come into force in December 2008 the dataset implementation date states collection from 1st January 2009. Philip Melling to seek clarification about the starting month for the new dataset and reporting.	P Melling	04/10/2008

3. Cancer Waiting Times			
3.2 DSCN 20/2008			
Log No	Action	Lead(s)	Deadline
24	<p>The Group discussed the documentation available to support the implementation of DSCN 20/2008.</p> <p>Philip Melling to write an updated handbook to help implementation of the DSCN.</p>	P Melling	11/10/2008
25	Philip Melling to write a short summary paper to introduce the new standards for clinicians and MDTs.	P Melling	11/10/2008
26	<p>► Inter-Trust Transfers</p> <p>Trusts currently using PPM to send ITT alerts should continue. Simultaneous alerts sent by NHSmail are no longer necessary.</p>	All	Ongoing
27	Philip Melling to work with Martin Waugh to develop a standardised ITT proforma to support the new standards. The proforma must support both referrals for treatment and return information to Units for future tracking purposes.	Mr Melling & Mr Waugh	11/10/2008
28	Philip Melling to seek clarification with the DH about the definition of the field PATIENT PATHWAY IDENTIFIER.	P Melling	04/10/2008
29	<p>► Consultant Upgrades</p> <p>The Group discussed in detail the possibilities for developing a shared protocol for Consultant Upgrades.</p> <p>Trusts reported considerable variation in processes being considered for the implementation of this standard.</p> <p>The Group agreed to work within the published guidance but continue to develop individual administrative processes within their own organisations.</p> <p>Philip Melling to circulate a draft policy for Consultant Upgrades based on the guidance published to date.</p>	P Melling	11/10/2008
4. PPM			
Log No	Action	Lead(s)	Deadline
30	<p>Martin Waugh gave an update on PPM.</p> <p>He reported that the Calderdale-Huddersfield implementation is entering the final testing phase and should go live in a few weeks.</p> <p>The next stage will involve an implementation of a read-only version on PPM at St. Gemma's Hospice in Leeds.</p> <p>It will then be possible to support similar installations in Units to allow initial read-only access and sharing of information between Trusts with the central publisher database.</p> <p>Future developments could then include converting a read-only system into a fully function writeable system with multiple hospital interfaces.</p> <p>Leeds and Calderdale-Huddersfield to continue the development and testing work. Martin Waugh to provide ongoing updates at future meetings.</p>	M Waugh	Ongoing

5. Cancer Registration Dataset			
5.1 Trust Action Plans			
Log No	Action	Lead(s)	Deadline
31	<p>Philip Melling provided an update on the NYCRIS Cancer Registration workstream.</p> <p>NYCRIS are working on a template action plan for completion by Trusts.</p> <p>Trust Cancer Lead Managers are being contacted to identify appropriate Executive level Leads to take responsibility for delivering the cancer registration dataset contract requirements.</p> <p>Philip Melling to keep the Group informed of progress.</p>	P Melling	Ongoing
6. NYCRIS			
Log No	Action	Lead(s)	Deadline
32	<p>Matthew Day provided the Group with a general NYCRIS update.</p> <p>The NYCRIS website redesign is continuing and will be launched before Christmas.</p> <p>The National Cancer Information System (NCIS) is currently being updated and loaded with data and should be available for access in October.</p> <p>The E-Atlas will undergo a refresh with new data early in 2009.</p> <p>PCT factsheets with incidence and mortality data for common cancers are currently being updated and will be available for distribution soon.</p> <p>NYCRIS to include this Group in the distribution email for the PCT factsheets.</p>	NYCRIS	Review 18/12/2008
33	<p>NYCRIS to confirm login procedures for the new National Cancer Information System.</p>	NYCRIS	30/10/2008
34	<p>Sarah Cuthbertson gave a short update on her portfolio of current projects.</p> <p>These include:</p> <ul style="list-style-type: none"> • Cervical screening • Variation in first treatments for prostate cancer • Length of stay for colorectal cancer patients • GP patient pathway for lung cancer patients prior to secondary care referral • Use of chemotherapy within the last 30 days of life <p>To keep the Group updated on the progress of the various projects.</p>	S Cuthbertson	Ongoing
7. NCASP and Local NSSG Audit			
Log No	Action	Lead(s)	Deadline
35	<p>Philip Melling circulated the latest NCASP progress reports. He also provided a summary report detailing upload deadlines and inclusion criteria.</p> <p>To continue supporting NCASP and submitting data according to the upload schedules.</p>	All	Review 18/12/2008
36	<p>Philip Melling provided an update on the Colorectal NSSG's CR07 audit.</p> <p>To circulate the final documentation and data collection forms for the CR07 audit when available.</p>	P Melling	Review 18/12/2008

8. Any Other Business			
Log No	Action	Lead(s)	Deadline
37	<p>Catherine Hibbert raised the issue of complete registration of gynae cancers on PPM including cases managed entirely locally.</p> <p>Philip Melling informed the Group of the recent discussion at the Gynaecology NSSG meeting which asked local MDTs to record this information to provide a complete picture of gynae cancer management in the Network.</p> <p>The Group expressed concerns relating to increased workloads for their gynae co-ordinators especially at this time with the imminent introduction of the extended cancer waiting times.</p> <p>Martin Waugh to contact Geoff Hall in Leeds to understand the request. To report back at the next meeting.</p>	M Waugh	Review 18/12/2008
9. Date and time of next meeting			
Log No	Action	Lead(s)	Deadline
38	<p>The Group discussed the need to meet earlier than the next scheduled meeting on the 18th December.</p> <p>Philip Melling to arrange an additional meeting in early November to concentrate on the implementation of DSCN 20/2008.</p>	P Melling	04/10/2008

Date of Next Meeting(s)

Wednesday 5th November 2008 11:30 am
Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 18th December 2008 2:00 pm
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital