

Present:

Mr C Walton	Airedale NHS 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
Mrs C Brook	NYCRIS
Mr P Melling	Yorkshire Cancer Network

Apologies

Dr H Berry, Miss S Cuthbertson, Ms C Hibbert, Mrs N Slater

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
39	<p>The action log from the last meeting was agreed as a true record.</p> <p>Action 24: The group discussed the production of the GFoCW Handbook and Philip Melling agreed to continue to develop the document and recirculate.</p> <p>Philip Melling to continue developing the GFoCW Handbook and recirculate to the Group.</p>	P Melling	30/01/2009
3. Cancer Waiting Times			
3.1 Latest Data			
Log No	Action	Lead(s)	Deadline
40	<p>Philip Melling presented the latest CWT data and the Group discussed the most recent breaches. The recent improvements in performance were noted.</p> <p>Philip Melling to continue to keep the Group informed about future performance and to start developing new methods of presenting the data in light of the GFoCW standards.</p>	P Melling	Review 19/02/2009
3.2 DSCN 20/2008			
Log No	Action	Lead(s)	Deadline
41	<p>The Group gave individual Trust updates as to progress towards the implementation of DSCN 20/2008 and the GFoCW standards which go live on the 1st January 2009.</p> <p>All Trusts reported good progress and expect to be able to achieve the first upload target.</p> <p>One area of concern surrounds the definition of the field PATIENT PATHWAY IDENTIFIER. The Group felt that a common definition and field format would be very helpful as this field would be one of the key identifiers and will need to be transferred between organisations as part of the IPT transfer.</p> <p>All Trust representatives to send the definition/format of their organisations 18 week patient pathway identifier or their intended format of the cancer patient pathway identifier to Philip Melling.</p>	All	23/01/2009

3. Cancer Waiting Times			
3.2 DSCN 20/2008			
Log No	Action	Lead(s)	Deadline
42	Philip Melling reported on a Cancer Action Team GFoCW document which details topics for local consideration in the implementation of the new standards. Philip Melling to circulate the document for information.	P Melling	16/01/2009
3.3 PTL			
Log No	Action	Lead(s)	Deadline
43	There are currently 3 Trusts submitting weekly PTL data. These are Calderdale & Huddersfield, Harrogate and Mid Yorkshire. The other organisations all reported that they are working on local systems to be able to complete the PTL following this initial testing phase when it becomes mandatory. This is expected in January 2009. All Trusts not currently submitting the weekly PTL to work on local systems to be ready for mandatory collection in the new year.	Airedale, Bradford, Leeds and York	Review 19/02/2009
3.4 IPTs			
Log No	Action	Lead(s)	Deadline
44	The Group discussed the inter-provider transfers in some detail. The Group confirmed that PPM is the preferred method for sending IPT data. Martin Waugh reported that the updates to PPM to support the new GFoCW dataset were being implemented. The key new fields that need to be transferred are patient pathway identifier, consultant upgrade date (if applicable) and cancer treatment event type. Martin Waugh to arrange a PPM training update once the GFoCW updates have been made to PPM.	M Waugh	Review 19/02/2009
45	Martin Waugh and Gerardine Barnard to work together to enable PPM write access for Mid Yorkshire patient pathway co-ordinators.	M Waugh and G Barnard	Review 19/02/2009
4. NCASP and Local NSSG Audit			
Log No	Action	Lead(s)	Deadline
46	Philip Melling gave an update on the 5 NCASP audit projects. Philip Melling to circulate all the routine NCASP progress reports as and when they are received.	P Melling	Review 19/02/2009
47	To continue supporting NCASP and submitting data according to the national upload schedules.	All	Review 19/02/2009
48	Philip Melling gave the group an update on the new peer review process and measures. There will be considerable focus on NSSG audits in this round of peer review which could have a significant impact on workloads. To circulate the Peer Review update and identify the data/information related measures	P Melling	Review 19/02/2009

5. National Chemotherapy Advisory Group Report (NCAG)			
Log No	Action	Lead(s)	Deadline
49	<p>Philip Melling updated the group on the recent national chemotherapy publications including the NCAG report.</p> <p>As was also outlined in the Cancer Reform Strategy the need to collect quality chemotherapy data has again been highlighted and it is anticipated that a chemotherapy dataset will be mandated in the next year.</p> <p>Philip Melling to circulate additional chemotherapy dataset documentation for information and keep the Group updated on future developments.</p>	P Melling	Review 19/02/2009
6. PPM			
Log No	Action	Lead(s)	Deadline
50	<p>Martin Waugh gave an update on PPM.</p> <p>He reported that the restructuring needed to support the network rollout had been completed and Leeds were now live on the new architecture.</p> <p>Leeds are now awaiting a final date from Calderdale-Huddersfield for their switch on. This is dependent upon linking PPM to their PAS which requires some advance planning.</p> <p>The next stage is the implementation of a read-only version of PPM at St. Gemma's Hospice which is hoped to be completed before Christmas.</p> <p>Trusts were informed that following a hopefully successful implementation at St. Gemma's it would be possible for them to install local read-only versions. All that is required locally is spare server capacity, installation of a VPN between themselves and LTHT and yearly licence fee of £2000.</p> <p>Bradford have formally signed up for a full local instance of PPM and a number of initial meetings have occurred.</p> <p>Leeds and Calderdale-Huddersfield to continue the implementation.</p>	M Waugh	Review 19/02/2009
51	Trusts who wish to express an interest in installing a local read-only version of PPM to contact Martin Waugh or Philip Melling.	All	Review 19/02/2009
52	Philip Melling to circulate the Information Sharing Agreement between Leeds Teaching Hospitals NHS Trust and other Health Organisations within the Yorkshire Cancer Network.	P Melling	16/01/2009

7. Cancer Registration Dataset			
Log No	Action	Lead(s)	Deadline
53	<p>Caroline Brook provided an update on the current work already undertaken and future workplans to support the introduction of the mandatory collection of the cancer registration dataset.</p> <p>Work was carried out earlier in the year where each Trust was asked via a series of questionnaires about their current preparedness for collection of the dataset. These questionnaires have now been analysed and are forming the basis of individual Trust discussions and will ultimately form part of the local Trust Action Plans for implementing the dataset. Action Plans will contain a number of interim milestones on route to full implementation by March 2011.</p> <p>Meetings are being arranged between NYCRIS and each Trust (first meeting on Monday 22nd December).</p> <p>Martin Waugh volunteered to provide data from Leeds as part of an early adopter programme.</p> <p>Philip Melling to facilitate the participation of Leeds in the early adopter phase.</p>	M Waugh, P Melling and NYCRIS	Review 19/02/2009
8. NYCRIS			
Log No	Action	Lead(s)	Deadline
54	<p>Caroline Brook provided the Group with a general NYCRIS update.</p> <p>The National Cancer Information System (NCIS) is now live and current users of the NYCRIS CIS will be asked soon if they wish to be transferred across to the NCIS. Full links and documentation is available on the NCIN website (http://www.ncin.org.uk/).</p> <p>The E-Atlas will soon be updated with the 2006 data.</p> <p>The PCT fact sheets will be published before Christmas with the new NYCRIS website being launched at the same time.</p> <p>NYCRIS to keep this Group updated about NCIS, PCT fact sheet publication and the launch of their new website.</p>	C Brook	Review 19/02/2009
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
55	<p>► PCT Information Leads</p> <p>The Group discussed the possibility of expanding the membership of the Group to include PCT cancer information staff.</p> <p>The Group agreed to expand the membership.</p> <p>Philip Melling to liaise with PCT Commissioners to identify individuals to invite to join the Group.</p>	P Melling	Review 19/02/2009
56	<p>► Cancer Commissioning Toolkit</p> <p>Philip Melling informed the Group that the toolkit has finally been launched and usernames/passwords are now being distributed. He encouraged members to chase Lead Managers to sign the appropriate Data Access Agreements and return them to Philip.</p> <p>All (except Mid Yorkshire) to chase the signing and return of the Trust Data Access Agreements.</p>	All	Review 19/02/2009

Date of Next Meeting(s)

Thursday 19th February 2009 2:00 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 14th May 2009 2:00 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 17th September 2009 2:00 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 17th December 2009 2:00 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital