

Present:

Ms C Hibbert	Airedale NHS Trust
Mr C Walton	
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
Ms A Cotton	Mid Yorkshire Hospitals NHS Trust
Mrs N Slater	York Hospitals NHS Foundation Trust
Mr P Melling	Yorkshire Cancer Network

Apologies

Mrs G Barnard, Dr H Berry, Mrs C Brook, Miss S Cuthbertson, Ms N Easey

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
57	The action log from the last meeting as agreed as a true record. The actions from the last meeting are all listed on the agenda.	N/A	N/A
3. Matters arising			
3.1 PCT Information Leads			
Log No	Action	Lead(s)	Deadline
58	Philip Melling reported that he had received a nomination from Wakefield District PCT to become a member of the group. To add Manni Imiavan, Information Manager at Wakefield District PCT to the membership of the group.	P Melling	06/03/2009
4. Cancer Waiting Times			
4.1 Latest Data			
Log No	Action	Lead(s)	Deadline
59	Philip Melling presented the latest CWT data and Group discussed the most recent breaches. Philip Melling to continue to keep the Group informed about future performance and to start developing new methods of presenting the data when the new database is released.	P Melling	Review 14/05/2009
4.2 Going Further on Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
60	The Group gave individual Trust updates as to implementation progress of DSCN 20/2008. A number of questions arose as a result of the discussions.	N/A	N/A

4. Cancer Waiting Times			
4.2 Going Further on Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
61	<p>1) Definition of a "reasonable" offer for treatment.</p> <p>2) A patient who DNAs a 2ww appointment having first cancelled an earlier appointment. How would the DNA pause work?</p> <p>Philip Melling to confirm with the CAT and DH the correct definition for cancer.</p>	P Melling	13/03/2009
62	<p>3) Cancellation of 2ww appointments - including multiple cancellations.</p>	P Melling	13/03/2009
63	<p>4) Definition of the Patient Pathway Identifier</p> <p>The Group agreed to use the recently published national definition of patient pathway identifier (on page 7 of http://nww.connectingforhealth.nhs.uk/nhais/cancerwaiting/GFOCWs-guidance.pdf)</p> <p>Harrogate reported that they thought their PAS 18 week identifier might actually be longer than the cancer patient pathway identifier.</p> <p>Liz Gostick to check with HDFT their specification for patient pathway identifier and compatibility with their 18 week identifier.</p>	L Gostick	13/03/2009
4.3 PTL			
Log No	Action	Lead(s)	Deadline
64	<p>Currently all Trusts with the exception of Airedale and York are submitting weekly PTL reports.</p> <p>Airedale and York to begin submitting their weekly PTL.</p>	Airedale & York	Review 14/05/2009
4.4 IPTs			
Log No	Action	Lead(s)	Deadline
65	<p>Martin Waugh reported that PPM has now been updated to support the GFoCW standards.</p> <p>A help sheet has been written to support this new process.</p> <p>Philip Melling to distribute the help sheet to all Trusts.</p>	P Melling	06/03/2009
66	<p>Martin Waugh offered additional PPM training to support the new CWT event and the processes required for tracking and IPTs.</p> <p>All to contact Martin Waugh to arrange additional training sessions if required.</p>	All	13/03/2009
4.5 Paediatric & TYA CWT data for 2008			
Log No	Action	Lead(s)	Deadline
67	<p>Philip Melling informed the Group that the Paediatric NSSG are meeting in late March and will need an update on the TYA data for 2008/9.</p> <p>Philip Melling to circulate the data template to all Trusts for completion. Patients treated in each Trust aged 16-24 should be included.</p>	All	12/03/2009

4. Cancer Waiting Times			
4.6 Delivering sustainable Pathways for Lung Cancer Patients			
Log No	Action	Lead(s)	Deadline
68	<p>Philip Melling updated the Group on a significant piece of work about to begin across the Network with lung cancer.</p> <p>Philip Melling to keep the Group updated on progress with the Lung cancer work.</p>	P Melling	Review 14/05/2009
5. NCASP and Local NSSG Audit			
Log No	Action	Lead(s)	Deadline
69	<p>Philip Melling circulated the latest data submission deadlines for all the NCASP audits.</p> <p>The next important deadline is the 31st March 2009 for the National Bowel Cancer Audit.</p> <p>Philip Melling to circulate all the routine NCASP progress reports as and when they are received.</p>	P Melling	Review 14/05/2009
70	<p>Philip Melling gave the group an update on the new peer review process and measures.</p> <p>There will be considerable focus on the NSSG audits in this round of peer review and this could impact on existing workloads.</p> <p>Each NSSG that is being reviewed requires an agreed audit. The Breast, Lung and Upper GI NCASP audits will be suitable for those groups. Work is progressing with audits for Urology and Gynaecology.</p> <p>Philip Melling to circulate the draft Urology audits currently waiting final signoff from the Chair of the Urology NSSG.</p>	P Melling	12/03/2009
6. PPM			
Log No	Action	Lead(s)	Deadline
71	<p>Martin Waugh gave the latest PPM news update.</p> <p>The Calderdale-Huddersfield implementation will go live in the next week or two. The next stage is to configure the VPN link to St. Gemma's Hospice.</p> <p>Mid Yorkshire have signed up for a read-only version and work is ongoing to establish this.</p> <p>Bradford have appointed a project manager to begin their implementation.</p> <p>A meeting is currently between arranged between Harrogate and Leeds to progress their implementation.</p> <p>To continue roll-out work</p>	M Waugh	Review 14/05/2009
72	Philip Melling to circulate PPM documentation to Airedale.	P Melling	06/03/2009

7. Cancer Registration Dataset			
Log No	Action	Lead(s)	Deadline
73	The Trust meetings to agree action plans have begun and are continuing. NYCRIS reported that they are finding it difficult to agree the Harrogate meeting and asked for help in arranging it. Philip Melling to contact Liz Booth at HDFT to progress the meeting arrangements.	P Melling	12/03/2009
74	NYCRIS to provide overall feedback at the next meeting with regards to the agreed Trust action plans.	NYCRIS	Review 14/05/2009
8. NYCRIS			
Log No	Action	Lead(s)	Deadline
75	NYCRIS provided a written update for the meeting. <ul style="list-style-type: none"> • New website and PCT factsheets reminder. All available from www.nycris.nhs.uk • Reference data 2006 which include basic incidence and mortality information by CN and NYCRIS as a whole (for sites C00-99 and D code where appropriate as previous reference data outputs). to go live on website next week (w/c 23/02). • Place of death analysis to go live on website next week - at PCT level as well as cancer network. • NYCRIS involvement in update of e-atlas and the National Cancer Information System (NCIS) – update due for march – e-atlas update to follow the NCIS to include the updated data. 	N/A	N/A
9. Peer Review			
Log No	Action	Lead(s)	Deadline
76	Philip Melling updated the Group with the revised peer review process for 2009/10. Philip Melling to circulate all relevant peer review evidence to the Group.	P Melling	Review 14/05/2009
10. Any Other Business			
Log No	Action	Lead(s)	Deadline
77	Holiday arrangements Philip Melling to circulate the contact details for Cheryl Cavanagh at the Cancer Action Team to answer questions while he is away.	P Melling	12/03/2009

Date of Next Meeting(s)

Thursday 14th May 2009 2:00pm
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

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

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