

**Actions of the meeting held on
Tuesday 22 September 2009, 14:00**

Yorkshire Cancer Network

Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

Ms C Hibbert	Airedale NHS Trust
Mr C Walton	
Ms L Cottrell	Bradford Teaching Hospitals NHS Foundation Trust
Ms K Lilley	
Ms L Fox	Calderdale and Huddersfield NHS Foundation Trust
Mr M Waugh (Chair)	Leeds Teaching Hospitals NHS Trust
Ms A Jackson	Mid Yorkshire Hospitals NHS Trust
Mrs C Brook	NYCRIS
Mrs N Slater	York Hospitals NHS Foundation Trust
Mr P Melling	Yorkshire Cancer Network

Apologies

Mrs G Barnard, Miss S Cuthbertson, Mrs E Gostick, Mrs J Speak

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
20	<p>The action log from the last meeting was agreed as a true record. In addition to the items on the agenda there were a number of matters arising from the last action log.</p> <p>The Group discussed the issue of reporting of CWT by PCTs. Concerns were raised over the processes involved for PCTs to report treatments carried out in Primary Care.</p> <p>The majority of Trusts reported that they were continuing to report treatments identified as actually occurring in the community having been agreed in hospital. For example prostate patients when GPs are asked to prescribed and give hormone treatments.</p> <p>Leeds reported that they are investigating the possibility of returning this responsibility for reporting back to the PCT.</p> <p>Philip Melling to facilitate the local agreements between PCTs and Trusts for each acute Trust.</p>	P Melling	Review 14/12/2009
21	<p>► Paediatric & TYA Data</p> <p>Philip Melling reported that he was still awaiting data from a number of Trusts and that he had not received any for 2009.</p> <p>Philip Melling to recirculate the request for TYA data and ask for an update for 2009 as well.</p>	P Melling	14/12/2009

3. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
22	<p>Philip Melling presented the latest CWT data and the Group discussed each of the Targets.</p> <p>A number of concerns were raised about the recently published thresholds for each of the new standards – in particular the patient choice difficulties with the 14 day standard. Several Trusts reported that they were experiencing particularly high levels of patient choice to attend appointments outside 14 days.</p> <p>All Trusts to try and work towards first appointments within 7 days to allow for first appointment cancellation and the ability to make a second appointment still within 14 days.</p>	All trusts	Review 14/12/2009
23	<p>3 Trusts (Bradford, Calderdale-Huddersfield and York) have yet to submit any 14 day breast symptom data and Philip Melling asked them to submit data as soon as possible as the target becomes live in December and without data it will be extremely difficult to know how the standard will be met.</p> <p>Trusts not currently submitting breast symptom data to begin submissions as soon as possible.</p>	All	Review 14/12/2009
3.2 IPTs			
Log No	Action	Lead(s)	Deadline
24	<p>Leeds reported that while the alert/transfer system for first treatments was continuing to work well there were significant shortfalls in the number of alerts received for subsequent treatments.</p> <p>A number of other Trusts reported similar issues with onward referrals to them for both first and subsequent treatments.</p> <p>All to investigate improvements in the process for transfer of alerts for subsequent treatments.</p>	All	Review 14/12/2009
25	<p>Leeds to offer PPM training to Units to reinforce the process for electronic transfers.</p>	Leeds	Review 14/12/2009
3.3 Screening Patients			
Log No	Action	Lead(s)	Deadline
26	<p>Philip Melling highlighted the CWT screening patient data and reported that the numbers looked lower than might have been expected.</p> <p>Caroline Brook offered to undertake an analysis of NYCRIS data to try and obtain a baseline figure of screen detected cancers for each Trust to allow comparison with the CWT data.</p> <p>Caroline Brook and Philip Melling to develop and undertake the analysis to obtain baseline information on screen detected cases.</p>	C Brook & P Melling	Review 14/12/2009

3. Cancer Waiting Times			
3.4 Data quality			
Log No	Action	Lead(s)	Deadline
27	<p>Philip Melling informed the group that he had now had an opportunity to look at the anonymised download of CWT data from the new national database. He reported that there were one or two data quality issues with the data and these are listed below:</p> <ol style="list-style-type: none"> 1) Do not use NHS number as part of the patient identifier 2) Ensure a PPI for each record at the time of upload 3) Ensure a PPI Organisation Code for each record 4) Ensure a valid ICD10 code for each record 5) Cancer or Symptomatic Breast Referral Patient Status field should not be null 6) Use 5 digit hospital site code rather than the Trust code for all instances of Org Code <p>All to ensure additional data quality checks are built into their local upload process.</p>	All	Review 14/12/2009
3.5 Policy for the Management of 2ww Referrals ...			
Log No	Action	Lead(s)	Deadline
28	<p>Philip Melling gave a brief overview of the development of the paper and the process so far including review by the YCN Management Board and the YCN Lead Managers Group.</p> <p>Recent amendments by the Lead Managers now mean the policy allows referral back to the referring GP after 2 DNA's or 2 cancellations by the patient. A combination of one DNA and one cancellation does not allow referral back to the GP.</p> <p>The Group supported the new policy with these amendments.</p> <p>Philip Melling to resubmit the amended policy to the next meeting of the YCN Board for final ratification.</p>	P Melling	Review 14/12/2009
29	Trusts to being implementation of the policy.	All Trusts	Review 14/12/2009

4. NCASP and Local NSSG Audit			
Log No	Action	Lead(s)	Deadline
30	<p>Philip Melling circulated the latest NCASP communication containing the data on latest local participation in the national audits. He reminded the group of the next upload deadlines for Head & Neck of the end of November 2009 and Colorectal as the beginning of December 2009.</p> <p>Each NSSG participating in one of the 5 national audits will be developing more robust methods of reporting participation and each MDT will be required to feedback their local results at least annually. Certain groups such as Lung and Colorectal are also developing benchmark data quality standards for the core data items.</p> <p>Philip Melling also updated the group with information on the current round of Peer Review and how local NSSG audits were integrating with the process. Each NSSG is required to undertake at least one audit each year and the process for how these are agreed, undertaken and reported on is being strengthened by the YCN with the agreement of each NSSG.</p> <p>Each Trust to continue participation in the national audits taking into account the upcoming data submission deadlines.</p>	All Trusts	Review 14/12/2009
31	Philip Melling to continue to work with the NSSGs to develop their fully planned audit programme.	P Melling	Review 14/12/2009
32	Philip Melling to keep the group informed about the NSSG audit programmes.	P Melling	Review 14/12/2009

5. PPM			
Log No	Action	Lead(s)	Deadline
33	<p>Martin Waugh gave the latest PPM news update.</p> <p>Calderdale-Huddersfield have finished a 2nd phase of testing of their admissions, discharges and transfers link between PAS and PPM. Once this is complete the full implementation of PPM can begin and roll-out across the Trust.</p> <p>Bradford have begun testing their demographics feed and aim to complete this within the next 4 weeks. Phase 1 roll-out to the Trust is scheduled for the 18th November.</p> <p>Mid Yorkshire have installed a read-only version of PPM and this has been running well for a couple of months now and they have over 80 local users.</p> <p>Harrogate have completed their installation of their server and link with the publisher database and their data is now synchronising. The next step is to roll-out to the Trust with the allocation of user accounts.</p> <p>York are still interested in running their own read-only server and initial discussions have occurred.</p> <p>Leeds are still awaiting to hear from Airedale.</p> <p>Martin Waugh also reported on a couple of DH funded projects that PPM is involved with. One is looking at End of Life with NHS Leeds and the other at providing data for the Long Term Effects Community Portal project which is looking at providing a mechanism for patients to access their record from systems such as PPM and supplement this with patient entered long term follow up data.</p> <p>Philip Melling updated the group on recent discussions within the Gynaecology NSSG with regard to capturing Unit based data on PPM. He reported that Dr Geoff Hall had agreed to host a small training meeting for all Gynaecology trackers/pathway co-ordinators across the Network to ensure the data is being captured correctly.</p> <p>Nicky Slater to work with Martin Waugh to start the implementation of read-only PPM in York.</p>	N Slater & M Waugh	Review 14/12/2009
34	Catherine Hibbert and Martin Waugh to discuss the implementation of PPM in Airedale.	C Hibbert & M Waugh	Review 14/12/2009
35	Philip Melling to arrange the PPM training event for Gynaecology trackers/co-ordinators.	P Melling	Review 14/12/2009

6. NYCRIS			
Log No	Action	Lead(s)	Deadline
36	<p>Caroline Brook provided the group with an update on current NYCRIS developments.</p> <ul style="list-style-type: none"> • E-Atlas work has continued and the new version now supports PCTs as well as Network level data. • A new Colorectal analyst has begun work with NYCRIS as part of their lead role for Colorectal cancers within the UK. • Hosted a successful mortality reductions workshop and are following up a number of actions following the meeting. • Currently working on a update to the PCT factsheets. • Just signed off the 2007 data. <p>To keep members updated on NYCRIS developments.</p>	C Brook	14/12/2009
7. Cancer Registration Dataset			
Log No	Action	Lead(s)	Deadline
37	<p>All Trusts have now met with NYCRIS and action plans for delivery of the registration dataset have been written and are shortly to be sent out for sign-off by Trust Chief Execs. It is anticipated that these will be sent with the annual service level agreement document.</p> <p>To date very little pilot data has been received by NYCRIS and those Trusts that have sent something are all from the North of England Cancer Network and have implemented the Somerset Cancer Register to deliver the electronic dataset to NYCRIS.</p>	N/A	N/A
7.1 Workshop Event - 11th November 2009			
Log No	Action	Lead(s)	Deadline
38	<p>A workshop has been organised by NYCRIS for cancer information staff, MDT and patient pathway co-ordinators and anyone else interested to help raise awareness of the mandation of the cancer registry dataset and what it will involve for each Trust in the next few years.</p> <p>This event has been organised for each Network and the YCN event is on the 11th November 2009 at Pavilions of Harrogate.</p> <p>All to encourage attendance at this workshop for their staff and to publicise the event within their own organisations.</p>	All	Ongoing
39	<p>Philip Melling to liaise with NCYRIS to send out information about the workshop (including the programme) and details of the registration process.</p>	P Melling	06/10/2009
8. Any Other Business			
Log No	Action	Lead(s)	Deadline
40	<p>Philip Melling confirmed the preferred meeting arrangements for 2010.</p> <p>Philip Melling to arrange the meetings for 2010 on Tuesday and Thursday afternoons on a rolling basis. Meetings will take place in Leeds.</p>	P Melling	14/12/2009

Date of Next Meeting(s)

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

Tuesday 23rd March 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 10th June 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 21st September 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 16th December 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital