

**YORKSHIRE CANCER NETWORK
Cancer Information Leads**

Minutes of the meeting held on
Thursday 15th December 2005 at 2.00pm.
YCRN Room 1, Ida Nurses Home, Cookridge Hospital Site

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

1. Apologies & Introductions

Apologies were received from Mr J Harrison and Mr B Tinkler.

2. Minutes from the last meeting (previously circulated)

The minutes of the last meeting were accepted as a correct record.

3. Matters Arising

• **NPfIT**

Dr Berry agreed to write a follow up letter to the Head of Programme Manager for NPfIT. Dr Berry suggested members of the group meet with representatives from NPfIT. Ms Hibbert, Dr Berry and Mr Melling agreed to attend this meeting. Mr Tinkler suggested the group raise their issues with John Hampson the Lead for West Yorkshire.

ACTION: Dr Berry to send a follow-up letter to the Head of Programme Manager for NPfIT

Dr Berry, Ms Hibbert and Mr Melling to meet with representatives from NPfIT

• **NHS Mail accounts**

All Trusts (with exception to Airedale and Mid Yorkshire) now have an NHS mail account. Ms Hibbert agreed to follow this up in Airedale and will inform relevant colleagues when this has been actioned.

ACTION: Ms Hibbert to inform relevant colleagues when Airedale has an NHS mail account

- **MDT Alerts**

Dr Berry tabled the MDT Notification Alerts Communication and Referral Protocol. Members discussed how and when this policy should be implemented and whether it should be used as well as or instead of the CSV Transfer Policy.

Clarification on who completes the form at the unit and who receives the form at the centre is required as this may differ at each site.

Mr Waugh agreed to forward the Information Sharing Agreement between LTHT and the Cancer Information Team at York document to Mr Melling. This document will be used to produce a generic template on the use of NHS mail accounts to be signed off by each Trust and Leeds.

Members agreed with Mr Melling's suggestion to revise the MDT alerts contact list.

Members discussed the existing transfer policy and how information from the treating hospital should be sent to the referring hospital. Mr Waugh explained the Network Server database will cover this process.

Mr Tinkler explained that the West Yorkshire SHA will be sending a letter encouraging Chief Executives in hospital Trusts to support this solution.

ACTION: Mr Waugh to forward the Information Sharing Agreement

Mr Melling to revise the MDT alerts contact list

4. Cancer Waiting Times

Mr Melling presented the most recent CWT data for 14 day Urgent GP Referral – Date First Seen; 31 Day, Decision to Treat to Treat – Treatment and 62 days, Urgent referral – Treatment for Trusts within the YCN. This included data on national performance by tumour site. Members evaluated and discussed this data in detail.

5. Network Cancer Event Server

Mr Melling gave a demonstration of the event server database. It is anticipated this will be launched early 2006. Mrs Saunders said it would be beneficial if NYCRIS could have read only access to the database.

6. Audit

- **NCASP (LUCADA, DAHNO and NBOCAP)**

Mr Melling ensured members had received the LUCADA information circulated by email.

A DAHNO event is taking place in January 2006. Dr Berry felt DAHNO will struggle to recruit more users due to increased staff capacity spent on waiting times.

Leeds is working towards undertaking the NBOCAP.

- **Other tumour sites (including breast and gynae)**

Mr Melling presented the Network breast cancer audit data to the YCN Breast Cancer group on 23rd November 2006. He thanked members for submitting this information and agreed to circulate this presentation to the group for information.

The Network gynaecology audit ovarian cancers audit is to be presented at the meeting taking place on 13th January 2006. Mr Melling agreed to send a reminder to the Gynaecology Consultants and Lead Clinicians regarding this audit.

ACTION: Mr Melling to circulate the Breast Cancer audit presentation

Mr Melling to send a reminder regarding the gynae audit to the consultants and clinicians.

7. Peer Review update

The draft report will be circulated at the end of January 2006 for comments on factual error. Each Trust must submit a remedial action plan to the Zonal Team by 24th March 2006. The final report will be published on 7th April 2006

- **Terms of Reference & Annual Report and Work Programme 2006/07**

Members agreed with Mr Melling's suggestion to revise their ToR and produce an Annual Report/Work Programme for 2006/7. Mr Melling agreed to circulate draft copies to the group for their comments.

ACTION: Mr Melling to circulate draft ToR, Work programme and Annual Report to the Group

8. NYCRIS

Mrs Saunders summarised the content of the NYCRIS briefing paper circulated with the agenda.

Mrs Saunders announced that she was leaving NYCRIS on 10th March 2006, noting Ms Brook is taking maternity leave from April 2006 but will attend the meeting in March 2006. Mr Tinkler thanked Mrs Saunders on behalf of the group for her valuable contribution to the group.

9. Any other business

None.

10. 2006 meeting dates

Thursday 30th March, 2.00pm

Thursday 22nd June, 2.00pm

Thursday 28th September, 2.00pm

Thursday 7th December, 2.00pm

11. Date & time of next meeting

**Thursday 30th March 2006, 2.00pm
YCRN Meeting Room 1, Ida Nurses Home, Cookridge Hospital.**