

**YORKSHIRE CANCER NETWORK
Cancer Information Leads**

Minutes of the meeting held on
Thursday 30th March 2006 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
	Mr J Harrison Ms S Mori	Harrogate and District NHS Foundation Trust
	Mrs C Brook	NYCRIS
	Mr I Roberts	West Yorkshire SHA
	Mrs N Slater Ms J Speak	York Hospitals NHS Trust
	Mr P Melling Mrs H Ryan	Yorkshire Cancer Network

1. Apologies & Introductions

Apologies were received from Ms G Barnard 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

• **NHS Mail accounts**

All Trusts, with the exception of Mid Yorkshire, now have an NHS mail accounts.

• **Terms of reference**

The group agreed and accepted the draft terms of reference, produced by Mr Melling. Mr Melling agreed to complete the template annual report and work programme for consultation with the group.

Action: Mr Melling to circulate annual report and work programme for comment.

• **Information Sharing Agreement**

An amended version of the Information Sharing Agreement was circulated to the group with the agenda. Mr Melling agreed to check that the Leeds contacts were correct.

• **Breast Cancer Audit**

Mr Melling agreed to circulate the breast cancer audit presentation to the group.

Action: Mr Melling to circulate audit

4. NPfIT

Ian Roberts, Programme Manager for Business Change from WYSHA attended the meeting to give an update on NPfIT and to answer questions from group members.

5. Cancer Waiting Times

- **Latest Data**

Mr Melling presented the latest comparative cancer waiting times data to the group. Members discussed and evaluated the data in detail.

- **Duplicate records – a preliminary analysis**

Mr Melling informed the group of work he has carried using data from the national database to establish how well records are joined up between hospital Trusts. He presented some examples from the January data to the group.

Mr Melling encouraged the group to check on-line reports for data quality and to tie up records where possible.

Dr Berry explained that for the monthly data there is not enough time to check for duplicates before the reporting is done. Mr Melling acknowledged the time pressures but stressed the importance of the quarterly deadline dates.

- **Policy for agreement of breach of share reasons**

Mr Melling suggested a mechanism to agree shared breach reasons prior to upload deadline date was required.

Action: Mr Melling to seek agreement from Mr Waugh

6. MDT alerts

Minutes of the Inter Hospital Alert Process meeting hosted by the YCN Service Improvement Team on 13th March was circulated with the agenda.

Mr Melling agreed to contact Jacqueline Myers at Leeds for an update on the alert form, in the interim members are to continue with local processes.

Action: Mr Melling to contact Ms Myers for an update.

7. Inter-Network CaRP

The National Communication and Referral Protocol (CaRP) Cancer Waiting Times for Inter-Network Referrals was circulated with the agenda for information.

8. Network Cancer Data Server Project

Mr Melling informed the group that the link between the Network server and PPM is currently being tested. It is hoped that the server will go live by Easter.

Mr Melling has been demonstrating the server to the NSSG's and has received a very positive response.

The current dataset was circulated with the agenda to give members an idea of the fields included in each event.

9. Audit

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

All hospital Trusts are participating in LUCADA apart from Mid Yorkshire.

There has been no recent communication from the national office regarding DAHNO.

The NBOCAP database is currently being re-written. The YCN Colorectal Group has agreed to participate in NBOCAP and launch the audit at an educational event in September.

- **NSSG Audits**

Mr Melling has encouraged the NSSG's not to focus on large data collection audits as he is aware that Cancer Information Leads are under pressure with cancer waiting times data.

10. Peer Review Update

The Network Peer Review Report and Remedial Action Plan will be published on 7th April 2006 and will be available on www.cquins.nhs.uk and www.ycn.nhs.uk.

- **Haematology**

The Network has received a draft project plan confirming that the review of Haemato-oncology locality services in the YCN will take place the week beginning 4 December 2006. The review of the joint Humber and Yorkshire Coast and YCN Network Group will take place on 19 December 2006.

- **Cancer Registries**

NYCRIS will be reviewed in June 2007, pre-visits will take place in April 2007.

Cancer Registries will be reviewed on management and organisation, data monitoring, data processing and information provision.

Mr Melling will be a reviewer for the cancer registries nationally.

11. NYCRIS

Mrs Brook summarised the content of the NYCRIS briefing paper circulated prior to the meeting.

It was noted that there is now a plan to replenish stocks of the patient information leaflet 'About Cancer Registration'. NYCRIS will receive 20,000 copies of the leaflet, it will be up to the Networks to disseminate the leaflets and report back centrally how the leaflets have been issued.

Mrs Brook announced that she was taking maternity leave from April 2006 and Mr C Pollock would be attending future meetings.

12. Any Other Business

None.

13. Date and time of next meeting

**Thursday 22nd June 2006, 2.00pm
at YCRN Conference Suite, Cookridge Hospital.**