

YORKSHIRE CANCER NETWORK
Cancer Lead Managers
Action Log
Wednesday 28th June 2006 at 1.30pm
YCRN Room 2, Ida Nurses Home, Cookridge Hospital Site

PRESENT:

Ms H Knapman	Airedale NHS Trust
Ms M Neary	Bradford Teaching Hospital NHS Foundation Trust
Ms L Williams	Calderdale & Huddersfield NHS Trust
Ms L Booth	Harrogate & District NHS Foundation Trust
Ms J Myers	Leeds Teaching Hospitals NHS Trust
Mr D Fox	
Ms E Jeffers	York Hospitals NHS Trust
Mr B Tinkler	Yorkshire Cancer Network
Ms F Stephenson	
Mr P Melling	
Ms C Ferguson	
Ms C Sheard	

APOLOGIES

Ms J Thorpe	Mid-Yorkshire Hospitals NHS Trust
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Log No.	Agenda Item	Action:	Lead (s) responsible:	Deadline:
3 Matters Arising				
1	PET Scanning	Clinical Guidelines to be completed and circulated to members	S Duffy	September 2006
2		To develop agreed timed pathways for lung, colorectal, lymphoma and the use of PET. Service Improvement Team to further develop and refine lung pathway including PET.	C Ferguson	September 2006
3		To provide workshop feedback on Service Improvement Team lung Pathway Workshop.	C Ferguson	July 2006
4		To clarify commissioning arrangements for PET scanning.	B Tinkler	Review August 2006
4 IOG				
5	Brain & CNS Group	To set up Brain & CNS Group	B Tinkler	September 2006
6	Children & Young Adults	To confirm the baseline assessment process with the Children & Young Adults IOG Steering Group & Network Group and begin implementation.	F Stephenson	Review July 2006

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7	Head & Neck	To circulate responses received to the group on the reconfiguration of Head & Neck Services.	C Sheard	July 2006
8		To complete & return the option appraisal documentation on the reconfiguration of Head & Neck Services to B Tinkler.	J Myers	30/06/2006
9		Specific clinical questions have been requested to Head & Neck Clinicians to be sent to B Tinkler for submission to Department of Health.	Head & Neck Group & B Tinkler	July 2006
10	Thyroid	Lead Managers to review the local configuration of thyroid cancer services within Head & Neck plans.	All	July 2006
11		To form a Network Thyroid Sub-Group and organise first meeting.	B Tinkler	September 2006
12	Skin	To prepare draft action plan.	B Tinkler	October 2006
13	Sarcoma	Send out a letter to the Lead Managers of the Sarcoma NSSG describing the proposed implementation of sarcoma IOG and action plan.	B Tinkler	05/07/2006
	5 CWT			
14	Sustainability	Sustainability graphs to be emailed to Lead Managers	C Sheard	04/07/2006
15		To circulate Lung Pathway template to Lead Managers	C Ferguson	September 2006
16	Radiotherapy – Lung Pathway	Clinical & admin processes to be mapped. Completed pathways to be returned to C Ferguson.	All	14/08/2006
17	Sustainability – Self Assessment	Lead Managers to complete & return self assessment to C Ferguson.	C Ferguson	29/08/2006
18		To raise the self-assessment document at SHA meeting	B Tinkler	03/07/2006
19		To raise the self-assessment document at Commissioners Group meeting	B Tinkler	17/07/2006
20		To discuss the self-assessment document at Board meeting	B Tinkler	24/07/2006

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21		To forward self-assessment document as word document to C Sheard for onward circulation to Lead Managers.	E Jeffers & C Sheard	10/07/2006
	6 Event Server			
23	Server	To provide an update on event server	P Melling	July 2006
	7 Peer Review Update			
24	Haematology	To carry out CQUINS self assessment.	Lead Managers	25/08/2006
25		All Lead Managers to ensure service improvement evidence, joint mapping and action plan is available for discussion and sign off at Haematology NSSG meeting in September.	Lead Managers	08/09/2006
26		All service improvement work to be ready for visit	Lead Managers	08/09/2006
27		Updates to be provided on an ad-hoc basis to Lead Managers, Clinicians and Nurses on the pre-visit and visit.	F Stephenson	04/09/2006 Pre-Visit 19/12/2006 Visit
	8 Feedback on Local Issues			
28		To invite all Lead Managers to PPM demonstration at Huddersfield Royal Infirmary on the 11 th July 2006.	L Williams	04/07/06
	9. Date of Next Meeting			
		Date of next meeting – Friday 22 nd September 2006 at 1.30pm, YCRN Conference Room, Ida Nurses Home, Cookridge Hospital		