

Actions of the meeting held on
Thursday 12 February 2009, 13:30

Yorkshire Cancer Network

Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Present:

Ms G Hollingsworth	Bradford Teaching Hospitals NHS Foundation Trust
Ms A Walton	Calderdale and Huddersfield NHS Foundation Trust
Ms A Craig	Leeds Teaching Hospitals NHS Trust
Ms M Hayes	Mid Yorkshire Hospitals NHS Trust
Mrs C Ferguson	Yorkshire Cancer Network
Ms F Stephenson	
Mr D Thomson	
Mr B Tinkler	

Apologies

Ms L Booth, Mr M Harvey, Mr P Melling

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
31	Was agreed as being an accurate record.	N/A	N/A
4. YCN Chemotherapy Group Update			
Log No	Action	Lead(s)	Deadline
32	David Thomson presented to the group the Challenges for Chemotherapy Services 2009/10. To circulate presentation to the group.	H Ryan	February 2009
5. Peer Review Information Update			
Log No	Action	Lead(s)	Deadline
33	The YCN Cancer Peer Review Programme 2009-2010 was tabled for information. Fiona Stephenson gave an overview of the revised method and procedures for carrying out the National Cancer Peer Review Programme. A handbook and evidence guides are available to download from CQuINS (http://www.cquins.nhs.uk/). The YCN are running 2 Peer Review training workshops on 4th March in Leeds and 10th March in Bradford. An invitation has been circulated across the Network. To circulate Peer Review training workshop attendees list to Lead Managers for checking to ensure that the relevant people from individual organisations have applied.	H Ryan/ All	23/02/2009
34	Fiona Stephenson tabled a paper on developing a YCN Peer Review Internal Validation Process for comment. To circulate paper electronically to the group for comments by Tuesday 24th February 2009. The paper will then be submitted to the YCN Management Board.	H Ryan/ All	24/02/2009

6. Improving Outcomes Guidance Update			
Log No	Action	Lead(s)	Deadline
35	<p>•Teenager and Young Adult (TYA) Pathway (16-24 years)</p> <p>The action plan is complete and set out some milestones for delivery.</p> <p>A high level pathway for the referral of TYA has been developed.</p> <p>The medical and nursing leads from Leeds have attended most of the YCN NSSG'S to introduce the TYA service at Leeds and discuss how the site specific MDT's refer patients aged 16-24 years to the Yorkshire TYA MDT taking into account the IOG. The HYCCN NSSG's will be visited next.</p> <p>The YCN has circulated information from the Department of Health to the Lead Managers to nominate levels of shared care provided by individual trusts for young people aged 16-24 provided. Responses have been received from Airedale, Bradford and Scarborough.</p> <p>Fiona Stephenson re-circulated the paper summarising the Levels of Shared Care with Adult Services for Young People with Cancer.</p> <p>To discuss with Lead Clinician levels of shared care delivery provided by individual Trust and reply to the YCN.</p>	All	February 2009
36	<p>To contact Fiona Stephenson if interested in Dr Dan Stark, Lead Medical Oncologist from the TYA Service at Leeds, coming to Trust to talk through the implications of shared care for TYA (16-24 years).</p>	All	On-going
37	<p>The draft SOP for Leeds Principle Treatment Centre TYA MDT has been circulated for comment.</p> <p>To forward draft SOP for Leeds Principle Treatment Centre TYA MDT to Site Specific MDT Leads and MDT members for their comment and other interested colleagues.</p>	Lead Managers	23/02/2009
38	<p>•Supportive and Palliative Care (SPC)</p> <p>The Board, in February 2009, received an outline of the complexities of delivering the SPC IOG and were informed of the recently agreed Department of Health monitoring framework and the risks for the Network associated with delivery (required by December 2009).</p> <p>June Toovey outlined to the Board the 5 priority areas where the YCN will be reporting full compliance by December 2009 and 5 priority areas would be reported as medium risk due to non-compliance.</p> <p>The Board requested a clear statement clarifying the work that needs to be carried out to happen at National, Network and Local Levels.</p> <p>To circulate a copy of the Board paper with the Action Log.</p>	H Ryan	February 2009

6. Improving Outcomes Guidance Update			
Log No	Action	Lead(s)	Deadline
39	<p>•Head and Neck</p> <p>At the February YCN Board meeting Bradford confirmed that they were now IOG compliant and all appropriate cases from Calderdale and Huddersfield would be treated in Bradford.</p> <p>Barry Tinkler understood from confirmation given to the YCN Board and discussions with Management at Leeds and Mid Yorkshire that from December 2008 all complex surgical cases were to transfer from Mid Yorkshire to Leeds.</p> <p>At the YCN Head and Neck Group meeting on 09/02/2009 it was highlighted by Leeds and Mid Yorkshire clinicians that this was not the case.</p> <p>Barry Tinkler has asked Elaine Jeffers, Directorate Manager of Head and Neck Cancer Services, Leeds to organise a meeting between the relevant people (clinical and managerial) from both Leeds and Mid Yorkshire to discuss and confirm the operational arrangements and timescale for the transfer of complex surgical cases.</p> <p>To keep the group updated.</p>	B Tinkler	On-going
40	<p>•Brain and CNS</p> <p>A Brain and CNS Implementation Group meeting took place in Autumn 2008. Since then the YCN have met with the provider organisations, focusing on the diagnostic pathway, to work out what would be required to identify the patients with brain tumours (primary or mets) and capture the information to feed through to the MDT being developed in Leeds.</p> <p>The next Implementation meeting will take place on 1st May 2009 at 10.00am followed by a NICE Metastatic Spinal Cord Compression Guidance Event.</p> <p>To ask Lorraine Cooper to contact Angela Walton to help move work forward in Calderdale and Huddersfield.</p>	C Ferguson	February 2009
41	<p>•Sarcoma</p> <p>The YCN and HYCCN Sarcoma Pathway was presented to the YCN Board in 2008.</p> <p>The group are currently carrying out work to agree the referral guidelines for primary care.</p> <p>To keep the group updated.</p>	B Tinkler	On-going
42	<p>•Skin</p> <p>All Trusts should be agreeing the primary care model with PCT's.</p>	N/A	N/A
43	<p>•Pancreatic</p> <p>Not currently IOG compliant as Leeds need to appoint Pancreatic Consultants to have the capacity to take on the work from Airedale, Bradford and Calderdale and Huddersfield.</p> <p>To find out Trust position on appointment of pancreatic consultants and feedback to Barry Tinkler.</p>	A Craig	February 2008

6. Improving Outcomes Guidance Update			
Log No	Action	Lead(s)	Deadline
44	<p>•Colorectal</p> <p>Prof. Lodge is reviewing the guidelines and referral criteria for secondary liver mets from colorectal cancer.</p> <p>HYCCN have agreed that their liver mets from colorectal cancers are treated in Leeds.</p>	N/A	N/A
7. Going Further on Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
45	<p>YCN Lung Cancer Group - project proposal</p> <p>Carol Ferguson confirmed that the detail project plan to be undertaken in association with the Lean Healthcare Academy was circulated by email on 3rd February, along with the proposed timescales for the rapid improvement events with each provider Trust.</p> <p>To keep the group updated.</p>	C Ferguson	On-going
47	<p>The latest Cancer Waiting Times Data, produced by Philip Melling was tabled.</p> <p>The group expressed concern about the introduction of the removal of cancer waiting times adjustments and the number of breeches.</p> <p>To forward to Barry Tinkler one months cancer waiting times information for 2 week waits (including reasons for breeches and percentages) to take to a national meeting in March.</p>	All	February 2009
8. Trust Key Issues Update			
8.2 Bradford			
Log No	Action	Lead(s)	Deadline
48	<p>Currently restructuring the cancer services department. Appointed 6 new additional staff to help support the collection of extended cancer waiting times target.</p> <p>A PPM implementation Project Manager has been appointed. Anticipated that PPM will be implemented by September 2009.</p> <p>Mechanisms in place to capture the screening patients onto the 62 day pathway. Subsequent surgical chemotherapy treatments are also being captured and monitored.</p> <p>Deploying local system for the collection of CWT shortly, to capture all the new data items. Submitting weekly PTL as of 22/01/2009.</p> <p>High risk cancer sites are working on capacity and demand issues.</p> <p>Progressing with Peer Review work. Working with cancer sites to produce templates to help with internal validation processes.</p> <p>Processed mapped haematology and oncology pathway.</p> <p>Going through an option appraisal for electronic chemotherapy prescribing.</p> <p>Producing an action plan to take forward issues from NCPOD and NCAG report.</p>	N/A	N/A

8. Trust Key Issues Update			
8.3 Calderdale and Huddersfield			
Log No	Action	Lead(s)	Deadline
49	<p>Urgent referral letter produced for primary care to ensure that the patient is available at any point within the 14 days of referral to the Trust.</p> <p>Analysing 62 day cancer waiting times data on a monthly basis to identify breeches.</p> <p>Lead Nurse interview to take place week commencing 16th February 2009.</p> <p>The advert has closed for the 2 haematology consultant posts.</p> <p>The start date for PPM is expected soon.</p> <p>A business case is going forward for electronic chemotherapy prescribing.</p>	N/A	N/A
8.5 Leeds			
Log No	Action	Lead(s)	Deadline
50	<p>Been doing Going Further on Cancer Waiting Times PTL's since 3rd week of January 2009.</p> <p>Appointed 4 extra co-ordinators to work with the PPM team.</p> <p>Interviewing for Lead Nurse in March/April 2009.</p>	N/A	N/A
8.6 Mid Yorkshire			
Log No	Action	Lead(s)	Deadline
51	<p>Moving to get read access to PPM.</p> <p>Advertising for a temporary Service Improvement Facilitator post funded by the PCT.</p> <p>Business case going through for Electronic Chemotherapy Prescribing.</p> <p>A Going Forward on CWT Group, including providers and commissioners from Mid Yorkshire and Leeds meet regularly.</p> <p>Successful in the service improvement bids for nurse triage of urology referrals and CT urography.</p> <p>Mid Yorkshire and Calderdale and Huddersfield go live with bowel screening on 23rd March 2009.</p>	N/A	N/A
9. YCN Commissioning Group			
Log No	Action	Lead(s)	Deadline
52	<p>New terms of reference are out for consultation.</p> <p>It was noted that the planning and business cycles are out of sequence between providers and specialist commissioning at PCT's.</p> <p>To synchronise Lead Managers and Commissioning Group to ensure that proposals and developments are aligned.</p>	B Tinkler	On-going

10. Any Other Business			
Log No	Action	Lead(s)	Deadline
53	<p>•Chair and Vice Chair</p> <p>It was agreed that Maria Hayes would take on the role of Chair and Angela Watson would take on the role of Vice Chair of the group.</p> <p>There will be a yearly rotation of Chair.</p> <p>To update the YCN database.</p>	H Ryan	February 2009
54	<p>The YCN Work Programme 2009/10 was accepted at the February Network Board.</p> <p>To circulate the work programme with the Action Log.</p>	H Ryan	February 2009

Date of Next Meeting(s)

Tuesday 14th April 2009 1:30pm
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Tuesday 16th June 2009 1:30pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Thursday 17th September 2009 2:00pm
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 18th November 2009 2:00pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 16th December 2009 2:00pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA