

Actions of the meeting held on
Thursday 17 September 2009, 14:00

Yorkshire Cancer Network

Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Present:

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| Ms D Gulliford | Airedale NHS Trust |
| Ms G Hollingsworth | Bradford Teaching Hospitals NHS Foundation Trust |
| Mr R Aitchison | Calderdale and Huddersfield NHS Foundation Trust |
| Ms A Walton (Chair) | |
| Mrs M Webb | Harrogate and District NHS Foundation Trust |
| Ms A Craig | Leeds Teaching Hospitals NHS Trust |
| Mrs C Ferguson | Yorkshire Cancer Network |
| Mr A Hastings | |
| Mr P Melling | |

Apologies

Ms L Booth, Ms A Keeney, Ms F Stephenson, Mr B Tinkler

| 1. Welcome and Apologies | | | |
|--|--|------------|-----------|
| Log No | Action | Lead(s) | Deadline |
| 39 | Angie Craig volunteered to be Vice Chair of the Group. To update the YCN database. | A Hastings | Sept 2009 |
| 2. Action Log from the last meeting | | | |
| Log No | Action | Lead(s) | Deadline |
| 40 | Action Log from the last meeting accepted as a true record. | N/A | N/A |
| 3. Matters arising | | | |
| 3.1 Commissioning Proposals for CAT | | | |
| Log No | Action | Lead(s) | Deadline |
| 41 | Carol Ferguson updated the group that there are three funded proposals. Costing Proposal Shifting the Model of Care/ Commissioning Pathway Early Diagnosis and Awareness of Symptoms The proposals are now in the implementation phase. To keep the group updated of further information. | C Ferguson | On-going |
| 4. Peer Review Information Update | | | |
| Log No | Action | Lead(s) | Deadline |
| 42 | Philip Melling gave the group a general Peer Review update. Harrogate's CQUINS admin rights to change from Liz Booth to Jon Harrison. The group will be informed about the next round of peer review shortly. Skin guidelines have not been finalised. | P Melling | On-going |

| 5. Improving Outcomes Guidance Update | | | |
|---|---|-------------|---------------------|
| 5.1 Supportive & Palliative Care | | | |
| Log No | Action | Lead(s) | Deadline |
| 43 | <p>Carol Ferguson updated the group on behalf of June Toovey.</p> <p>Updates have been received from each of the providers and June Toovey was asked to do a confirm and challenge around progress on key priorities.</p> | June Toovey | On-going |
| 5.2 Upper GI and Pancreatic | | | |
| Log No | Action | Lead(s) | Deadline |
| 44 | <p>The Network guidelines are still under review and have not been signed off. This will happen at the next NSSG.</p> <p>Mid Yorkshire continue to work on establishing a fully IOG compliant MDT.</p> | C Ferguson | On-going |
| 6. Going Further on Cancer Waiting Times | | | |
| Log No | Action | Lead(s) | Deadline |
| 45 | <p>Philip Melling discussed the circulated CWT paper with the group and highlighted a number of areas that are of concern.</p> <p>Performance against the new thresholds is generally good with one or two exceptions for the 14 day standard and the 62 day standard.</p> <p>Bradford asked for advice and information from the other Lead Managers about how to maintain achievement of the 14 day standard with the high number of patient choice events that are significantly affecting performance.</p> <p>Leeds reported that they had undertaken a project with their PCT to try to educate GPs into only referring patients when they are available for an appointment within 14 days of referral. Work has also been done to try and ensure patients are aware of the reason for referral and importance of keeping the appointment.</p> <p>To continue to keep the group updated on future performance.</p> | P Melling | Review next meeting |
| 6.1 2 week urgent referral policy | | | |
| Log No | Action | Lead(s) | Deadline |
| 46 | <p>The recently circulated "Policy for Management of Urgent Suspected Cancer Patients (2 week waits) where patients are not willing, able or fit to attend their first appointment within 14 days" was discussed further by the Group.</p> <p>This version was an update following amendments requested by the YCN Management Board at their last meeting.</p> <p>Philip Melling reported that a number of additional comments had been received.</p> <p>A number of Lead Managers expressed concerns with the policy in its current format. The main concern being the number of cancellations allowed before a referral back to the GP. This differs from existing Trust access policies for 18 weeks.</p> <p>A compromise solution was proposed by changing the 3 cancellations to 2 which matches the DNA rules.</p> <p>To make the agreed amendments to the Policy and resubmit to the YCN Management Board for approval at their next meeting in October.</p> | P Melling | Review next meeting |

| 6. Going Further on Cancer Waiting Times | | | |
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| 6.2 2 week for all breast referrals | | | |
| Log No | Action | Lead(s) | Deadline |
| 47 | <p>The Group discussed the latest data from Q1 for the new standard of an appointment within 14 days for all breast symptom referrals.</p> <p>Philip Melling explained that there were still 3 Trusts who had yet to submit any data even though this had been a requirement since the 1st January 2009. He also reported concerns with the quality of data from some Trusts who had submitted some data and mentioned that he was working with them to explore the data in greater detail.</p> <p>Carol Ferguson reported that this subject had been debated at the last YCN Management Board and the Chair had reservations that all Trusts had sufficiently robust action plans in place to deliver the standard by December 2009.</p> <p>Lead Managers confirmed they were all working with their Breast MDTs to deliver the standard by the deadline.</p> <p>All Trusts not currently submitting data to begin as soon as possible.</p> | All | Review next meeting |
| 48 | All Trusts to continue to work with their Breast MDTs to develop and implement their action plans for delivering the 14 day standard for all breast symptom referrals by December 2009. | All | Review next meeting |
| 8. Trust Key Issues Update | | | |
| Log No | Action | Lead(s) | Deadline |
| 49 | <p>•Airedale</p> <p>Completed the Peer Review validation process and finalising the reports which are on target to be finished by the end of the month.</p> <p>Haematology post has been readvertised. No one appointed.</p> <p>Gap analysis started with MDT Co-ordinators and Trackers.</p> <p>Lung LEAN action plan being progressed.</p> | N/A | N/A |
| 50 | <p>•Bradford</p> <p>New Cancer Information Administration Manager will be starting in mid October.</p> <p>Trying to meet 2ww thresholds.</p> <p>PPM project group meeting and implementing phase 1 about MDT's having read only access. Phase 2 and 3 to follow.</p> <p>Recruited 3 new MDT Co-ordinators.</p> <p>Internal validation for Breast, Lung and Upper GI have been completed.</p> | N/A | N/A |

| 8. Trust Key Issues Update | | | |
|-----------------------------------|--|------------|----------|
| Log No | Action | Lead(s) | Deadline |
| 51 | <p>•Calderdale-Huddersfield</p> <p>Two new Haematologists are now in post.</p> <p>Sylvia Faylor is the new lead clinician for Haematology.</p> <p>Advertising two staff grades for Haematology and have three potential candidates.</p> <p>Only Gynaecology validation to complete in Peer Review.</p> | N/A | N/A |
| 52 | <p>•Harrogate</p> <p>Peer review internal validation will be finished by 25th Sept.</p> <p>Harrogate management structure of the Clinical Business Units is now complete. Cancer services now sits within Clinical Support.</p> <p>Andrew Alldred has been appointed Clinical Director for the new CBU and Liz Booth will be the Operational Director.</p> <p>New Cancer Manager and Lead Cancer Nurse posts will be advertised soon.</p> | N/A | N/A |
| 53 | <p>•Leeds</p> <p>Peer review internal validation is nearly finished. Last meeting on the 18th Sept.</p> <p>62 day target remains a challenge, and will be hard to maintain.</p> <p>Radiotherapy are trying to get to their appropriate rating.</p> <p>Leeds bid for a Department of Health Service Improvement project for Pathology and were successful. The project will commence shortly. Will be looking at Lung and Skin pathology turnarounds.</p> | N/A | N/A |
| 9. Any Other Business | | | |
| Log No | Action | Lead(s) | Deadline |
| 54 | <p>•Joint meeting with the Commissioning Group</p> <p>Angela agreed to email the lead for the Commissioning Group so they could agree a joint agenda.</p> <p>Group discussed joint meetings with commissioning group and decided to attend the meeting on the 18th November. The meeting on the 16th December will become a Lead Managers meeting.</p> <p>Alistair Hastings to send John Hancock's email address to Angela Walton.</p> | A Hastings | N/A |

Date of Next Meeting(s)

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