

**Actions of the meeting held on  
Monday 26 October 2009, 10:00**

**Yorkshire Cancer Network**

**Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital**

**Present:**

Ms A Cunningham	Calderdale and Huddersfield NHS Foundation Trust
Miss T Birkby	Leeds Teaching Hospitals NHS Trust
Miss E Conlon	
Ms E Dyer	
Mrs B Pymer	
Ms J Abel	Mid Yorkshire Hospitals NHS Trust
Mrs K French	
Miss J Howell	
Mrs S Maw	
Mrs A Varley	
Mr E Boyd	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mr P Melling	
Ms F Stephenson	
Ms F Halstead	Yorkshire Cancer Research Network

**Apologies**

Mr P Ascough, Mrs A Bandyopadhyay, Ms M Bardy, Mr G Bowmer, Ms K Evans, Mrs A Franklin, Ms S Hepton, Ms J Hoddell, Ms R Johnson, Ms Z McQuade, Ms M Penn, Ms Z Smithurst, Ms L Watson, Ms B Watson

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
1	Fiona Stephenson Chaired the meeting as Katrina Evans was unable to attend the meeting at the last minute.	N/A	N/A

  

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
2	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A

<b>4. Presentation: Meeting your Peer Review Research Measure - The YCRN Process Explained</b>			
Log No	Action	Lead(s)	Deadline
3	<p>Fiona Halstead, YCRN Manager introduced the process for facilitating the MDTs peer review clinical trial research measure. The responsibility for implementing the process and complying with the measure lies with the MDT.</p> <p>The YCRN would like to establish this as a useful ongoing process that not only allows the MDT to meet the measure but also facilitates cross Trust referral of patients for clinical trials at the point their treatment options are discussed in the MDT.</p> <p>► The Process Each MDT will receive a clinical trial portfolio handbook on a quarterly basis that includes trial information and research team contact details for all open trials within their disease site. This will also include a pro forma to be completed and returned to the YCRN Coordinating Centre (CC).</p> <p>Completion of the pro forma is the responsibility of the MDT as a whole with the MDT Lead and Research Representative leading the process. Responsibility for completing the pro forma does not lie with the MDT Coordinator.</p> <p>When rolling out the process the YCRN CC will contact all MDT Leads and Research representative outlining the process ensuring they are aware of their responsibilities to complete the pro forma and return it to the YCRN CC. Where possible the YCRN CC will ask the MDT Lead to ensure the process is discussed at the MDT business meeting.</p>	F Halstead	Ongoing
4	<p>The group agreed to receive and hold the Portfolio handbook and pro forma and ensure it was available for reference at each MDT meeting, the group were also happy to return the old edition to the YCRN CC to ensure version control.</p>	All	Ongoing
5	<p>As this is a new initiative Fiona Halstead invited feedback from the Group.</p> <p>Group members to feedback on the new process to YCRNadmin@leedsth.nhs.uk.</p>	All	Ongoing
<b>5. NCIN MDT Development Survey</b>			
Log No	Action	Lead(s)	Deadline
6	<p>Fiona Stephenson tabled the NCIN MDT Development survey results and discussion took place around the outcomes.</p> <p>The Group were encourage to share the report findings with team members and discuss at Time Outs or development meetings.</p> <p>Emma Jehan to circulate the survey results to the Group.</p>	E Jehan	09.11.2009
<b>6. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
7	<p>Philip Melling tabled the Cancer Waiting Times for Q1 and informed the Group that Q2 CWT will be available mid November.</p> <p>The Network Board have agreed a policy whereby if a patient DNAs or cancels an appointment on 2 consecutive occasions they will be referred back to their GP.</p> <p>From 1st January 2010 93% of all Breast referrals should be seen in 2 weeks.</p> <p>Emma Jehan to circulate the CWT document.</p>	E Jehan	09.11.2009

<b>7. Peer Review</b>			
Log No	Action	Lead(s)	Deadline
8	<p>Fiona Stephenson gave the Group a brief update on Peer Review.</p> <p>Internal Validations took place in September and the YCN were involved in all local Internal Validation panels.</p> <p>Feedback form MDTs is positive but that a lot of effort was needed to produce all relevant documents. Fiona Stephenson encouraged all members of the Group to begin producing their evidence rather than wait for confirmation that their team is being reviewed.</p> <p>YCN visits for the 2009/10 Peer Review cycle will take place in March 2010.</p> <p>The National Team will announce the 2010/11 cycle in December 2009.</p> <p>All members of the Group to work on their teams evidence.</p>	All	Ongoing
<b>8. Locality Updates</b>			
Log No	Action	Lead(s)	Deadline
9	<p>► Calderdale &amp; Huddersfield It was reported that the roll out of PPM has taken longer than expected, it is hoped the Breast and Colorectal MDTs will be using it soon.</p> <p>► Leeds The TYA MDT is up and running with all patients aged 16-18 being referred into Leeds and patients aged 18-24 being given an informed choice about where to have treatment. Leeds are in the process of appointing a Pathway Manager for TYA.</p> <p>► Mid Yorkshire Bowel Screening is up and running with 2 positive patients so far. Difficulties are arising due the Lead Manager post being vacant.</p> <p>► York Problems were reported with the preparation of MDTs due to relocation to an open plan office and issues surrounding patient confidentiality.</p> <p>Further problems were reported with the real time recording of MDTs which, this is an ongoing problem.</p> <p>All localities to continue to provide updates to the Group.</p>	All	Ongoing
<b>9. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
10	Philip Melling informed the Group of a number of awareness sessions being run by NYCRIS on the Cancer Registration Dataset; Wednesday 11th November in Harrogate and Tuesday 24th November in Hull.	N/A	N/A
11	<p>The Group agreed to hold 2 meetings in 2010; next meeting to take place in April.</p> <p>Emma Jehan to arrange 2010 meetings.</p>	E Jehan	09.11.2009

**Date of Next Meeting**

To be scheduled