

**YORKSHIRE CANCER NETWORK AND
HUMBER & YORKSHIRE COAST CANCER NETWORK
Paediatric & Adolescent Haematology & Oncology Group**

Minutes of the Meeting held on
Thursday 16th November 2006, 2.00pm
YCRN Meeting Room 1, Ida Nurses Home, Cookridge Hospital

Present:	Sara Lund Karen Cooke	Airedale NHS Trust
	Gill Sharpe	Calderdale and Huddersfield NHS Foundation Trust
	Sally Burnell Martin Elliott Andrew Fletcher Adam Glaser Miranda Hodgkin Rachel Hollis Sally Kinsey Sue Picton (Chair) Angela Stephen David Thomas Trish Thompson	Leeds Teaching Hospitals NHS Trust
	Margaret Riley	Hull and East Yorkshire Hospitals NHS Trust
	Julie Taylor-Clark	Humber & Yorkshire Coast Cancer Network
	Barbara Young	Scarborough & North East Yorkshire Healthcare NHS Trust
	Lucy Carroll Philip Melling Barry Tinkler	Yorkshire Cancer Network
	Robin Ball	York Hospitals NHS Trust

1. Apologies for Absence

Apologies were received from I Beddis, A Cuthbert, A Faulkner, D Ginbey, D Highfield, M Richards, S Richards, G Shenton, F Stephenson and A Walker.

2. Minutes of the Last Meeting

The minutes of the last meeting were agreed as being an accurate record.

3. Matters arising

3.1 User Involvement

Martin Child, User Involvement Facilitator for the YCN has been in discussions with Candlelighters regarding having User/Carer representation on the group. A representative from the Network team will provide an update on this at the next meeting.

Members were asked to inform Lucy Carroll if they know of any patient/carer representatives from their localities that would be interested in being a member of the group.

ACTION: Network team representative to feedback on user/carer representation at next meeting

All to inform Lucy Carroll of any patient/carer representatives who are interested in joining the group

3.2 Vice Chair

It was agreed the role of Chair/Vice Chair should alternate between a Nurse and Doctor. Rachel Hollis was elected as Chair and Martin Elliott as Vice Chair. Sue Picton and Rachel Hollis will discuss and agree when the handover will take place. Members from outside Leeds were encouraged to volunteer for these roles in future.

4. Shared Care

4.1 Report from National Advisory Group

Sue Picton gave feedback from the National Advisory Group meeting she had attended. One of the issues raised at this meeting was regarding agreeing national levels for shared care. It was agreed the national levels will be 4-1, 4 being the highest and 1 being the lowest level of care. The lowest level will include Febrile Neutropenia Management for all patients. Members shared their concerns. Rachel Hollis noted these concerns were also shared by the National Advisory IOG Implementation Group. It is anticipated the National Advisory Group discussion paper will be circulated early 2007.

Rachel Hollis reported that the local steering group for developing shared care across the Network has been established noting that Sue Picton is a member of this group.

4.2 First community visit leaflet

This will be discussed at the next meeting.

4.3 Audit of Hull patients

Margaret Riley presented the findings of the Hull Royal Infirmary audit she had undertaken on taking blood.

ACTION: Supporting paper to be circulated with the minutes

4.4 Clinical audit

Clinical audit papers detailing new patients, patients that had relapsed, patients that had died and new patients in shared care centres from 01/07/2006 01/11/2006 were tabled. Due to patient confidentiality the discussion that followed was not minuted.

A questionnaire regarding the clinical audit and the meeting in general was tabled. Members were asked to complete this and return this to Alison Franklin. Lucy Carroll will circulate an electronic copy of the questionnaire with the minutes.

ACTION: Lucy Carroll to circulate electronic copy of questionnaire with the minutes for return to Alison Franklin by Friday 2nd February 2007

5. Cancer Waiting Times

Philip Melling, Cancer Information Manager for the YCN presented the Paediatric and Adolescent CWT data for 2 week (urgent referral – first seen), 31 days (decision to treat – treatment) and 31 days (urgent GP referral – treatment) targets. This data included patients up to 16 years of age. A group discussion followed. It was highlighted that it is good practice to look at the last 10 breaches to identify any common reason(s). Mr Melling agreed to continue sharing this data with the group.

6. Network Cancer Data Server Project

Philip Melling gave a demonstration of the Network Cancer Data Server Project which is an interim solution pending the National Programme for IT and Connecting for Health. The website address for this is www.ycnsv01.nhs.uk Each Trust has an administrator who can allow colleagues access to the database. Please contact Philip Melling if you would like their details. For security purposes this server is only accessible through NHS Net.

Philip Melling will discuss with Julie Taylor-Clark the possibility of HYCCN having access to this server.

ACTION: Philip Melling to discuss with Julie Taylor-Clark the possibility of HYCCN having access to this server.

7. Educational Event

Adam Glaser informed colleagues there are still places available on the YCN and HYCCN Paediatric & Adolescent Haematology & Oncology Educational Event taking place on Thursday 30th November 2006. Adam Glaser encouraged people from across the Network to volunteer to speak at future events.

A separate Leeds update day will be organised.

8. Guidelines for distribution

Adam Glaser reported that Margaret Riley and Brigid Allagoa have joined the Network guidelines group. He asked if members could provide him with the name of a nominated link named nurse(s) for each centre. Miranda Hodgkin noted that such colleagues were identified when the gap analysis was undertaken.

Lucy Carroll agreed to circulate any guidelines that are to be adopted by the Network for comments. Adam Glaser will provide Lucy Carroll with contact details of the members on this group. Guidelines adopted by the Network group will also be made available on the YCN website.

ACTION: Adam Glaser to provide Lucy Carroll with the contact details and draft guidelines for circulation and comments

9. Improving Outcomes Guidance and baseline assessment

Rachel Hollis reported it is anticipated the IOG baseline assessment would be made available later that week. The return deadline for the principle treatment centres is December 2006 and for the Network January 2007.

10. Long term follow-up

Adam Glaser reported that the YCN have agreed to help fund a service development initiative on long term follow up for adults starting with young adults up to the age of 29.

11. Education issues

As part of the gap analysis Miranda Hodgkin will identify people's education requirements.

Rachel Hollis reported that the Paediatric & Adolescent Chemotherapy Training Programme was finalised and awaiting validation from the Network.

12. Draft Annual Report 2005/06 and Work Programme 2006-07

Sue Picton presented the draft Work Programme 2006-07 for the group. Sue Picton will make the agreed amendments and Lucy Carroll will circulate with the minutes.

Miranda Hodgkin was elected as the Service Improvement Lead for the group and David Thomson was elected as the User Involvement and Patient Information Lead. A discussion on how the group should engage with the other Network Groups took place. David Thomas represents the group at the Palliative Care meetings and Sue Picton attends the Chemotherapy Group meetings. Further consideration on how the group will engage with other groups must take place.

13. Any other business

The SHA has supported the establishment of a Paediatric and Adolescent Non malignant Haematology Network. For further information please email Sally Kinsey.

14. Date for 2007 meetings

Thursday 22nd March 2007, 2.00pm

Thursday 19th July 2007, 2.00pm

Wednesday 12th December 2007, 2.00pm

15. Date of next meeting

**Thursday 22nd March 2006, 2.00pm, YCRN Meeting Room 1,
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