

**Actions of the meeting held on
Thursday 22 March 2007, 13:30**

Humber and Yorkshire Coast Cancer Network

YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Yorkshire Cancer Network

Present:

Ms A Franklin	Leeds Teaching Hospitals NHS Trust
Mr M Hemingway	
Sister M Hodgkin	
Dr S Kinsey	
Dr S Picton	
Mr S Richards	
Ms A Stephen	
Mr D Thomas	
Ms P Thompson	
Ms S Whittaker	
Dr M Miller	Martin House Children's Hospice
Ms B Young	Scarborough & North East Yorkshire Healthcare NHS Trust
Sister M Riley	The Children's Centre (Hull)
Ms J Crampton	York Hospitals NHS Trust
Ms P Lawson	
Miss L Carroll	Yorkshire Cancer Network
Ms F Stephenson	
Mr B Tinkler	

1. Apologies

Dr B Allagoa, Dr R Ball, Ms A Brady, Dr A Britland, Ms K Cooke, Dr C Cullinane, Dr A Cuthbert, Mr M Elliott, Dr A Falconer, Dr A Glaser, Ms D Highfield, Ms R Hollis, Dr G Sharpe, Mr R Squire, Dr J Stahlschmidt, Ms J Taylor-Clark, Ms A Walker

3.1. Membership			
Log No	Action	Lead(s)	Deadline
7	To send Lucy Carroll the contact details of any patient/carers who are interested in joining the group.	All	13/04/2007
8	It was agreed that Rachel Hollis should take over as Chair of the group when the work on the Action Plan to implement the IOG is complete.	R Hollis	Review 19/07/2007
4.1. First community visit leaflet			
Log No	Action	Lead(s)	Deadline
9	To take forward work on producing a first community visit leaflet for teams and circulate to the group for comments when in draft.	D Thomas	Review 19/07/2007
4.2. Clinical Audit			
Log No	Action	Lead(s)	Deadline
10	It was agreed that clinical audit will be discussed after the business section at future meetings.	All	19/07/2007

4.4. Audit of meeting			
Log No	Action	Lead(s)	Deadline
11	To circulate the presentation on the evaluation of the YCN and HYCCN Paediatric & Adolescent Haematology & Oncology Group questionnaire.	L Carroll	30/03/2007
12	To send any comments on the evaluation of the questionnaire to Alison Franklin at alison.franklin@leedsth.nhs.uk	All	13/04/2007
5. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
13	To circulate the presentation by Alison Franklin on Cancer Waiting Times and the reasons for breaches.	L Carroll	30/03/2007
14	Concerns were raised that the National Cancer Waiting Times database does not identify 16-24 year olds separately and therefore the data presented does not reflect their full workload as it only includes CYP up to the age of 16. To discuss with Philip Melling, YCN Cancer Information Manager how future CWT data should be presented to the group.	A Franklin	Review 19/07/2007
15	It was noted that each local health economy has a different agreed urgent referral process and therefore the group agreed it would be beneficial to hold a half day workshop to look at pathways and opportunities for a universal approach. To source a date for a half day event.	L Carroll	Review 19/07/2007
6. Improving Outcomes Guidance			
Log No	Action	Lead(s)	Deadline
16	The finalised version of the "Levels of Shared Care for Paediatric Oncology Shared Care Units" was circulated by email on 02/03/07 on behalf of the National Cancer Action Team (CAT) to all paediatricians and colleagues for comments by 30th March. Please send comments to lucy.carroll@leedsth.nhs.uk by Friday 30th March.	All	30/03/2007
17	To collate responses and feedback to the CAT by Friday 13th April 2007.	L Carroll and F Stephenson	13/04/2007
18	Mr Tinkler encouraged colleagues at each organisation to hold discussions with their management, clinical and commissioning colleagues to consider what level of shared care they would like to provide in the future as this will have a significant impact on the delivery of the IOG.	All	Review 19/07/2007
20	To circulate the summary of the IOG baselines assessment of Principle Treatment Centres produced by Fiona Stephenson.	L Carroll	30.03.2007

6.1. Feedback from IOG Implementation Group			
Log No	Action	Lead(s)	Deadline
19	<p>The baseline assessments for the principal treatment centres, teenage and young people units and the Network have been submitted and analysed by the National Advisory Group. Further analysis of the data submitted is underway by Yorkshire and the Humber SHA to be completed by 13th April.</p> <p>The Humber and Yorkshire Specialist Commissioning Group, on behalf of the Cancer Action Team will undertake a review of services at the Leeds and Sheffield centres.</p> <p>The Department of Health intends to issue guidance on the production of the action plan by the end of April and have submissions by September 2007.</p> <p>Trusts who either provide shared care or do not want to provide shared care across the YCN and HYCCN will be asked to confirm the level of service they intend to provide that is IOG compliant and consistent with the national definition of shared care.</p> <p>Network team to keep members informed of progress.</p>		Review 19/07/2007
7. Update on guidelines review group			
Log No	Action	Lead(s)	Deadline
21	To circulate the presentation on the guidelines review group.	L Carroll	30/03/2007
22	Following a group discussion regarding the formal approval and sign off of Network Guidelines Mr Tinkler agreed to produce a proposal to be sent to the Chief Executive for each organisation to obtain an agreement for a universal approach to the sign-off (i.e. one D&T Group).	B Tinkler	30/04/2007
8. Education Issues			
Log No	Action	Lead(s)	Deadline
23	To circulate the booking form for the Paediatric Oncology Nurses Forum conference taking place on Thursday 21st June 2007, The Royal College of Nursing, London.	L Carroll	22/03/2007
9. Annual Report 2006-07/Work Programme 2007-08			
Log No	Action	Lead(s)	Deadline
24	To produce a draft annual report for 2006/07 and Work Programme 2007-08 and circulate to the group for comments.	L Carroll & F Stephenson	30/02/2007
10. Any Other Business			
Log No	Action	Lead(s)	Deadline
25	<p>Martin House is forming a Palliative Care Strategy Group to take forward work on the palliative care pathway.</p> <p>Following a review of the CNS role at St James's University Hospital, concerns have been raised regarding Community Paediatric CNSs working out in the community and oncology nurses going out on-call at night. Members present supported the continuation of this service.</p> <p>David Thomas to discuss this further with June Toovey, YCN Nurse Director. June Toovey to raise the groups concerns with Clair Linley, Deputy Chief Nurse.</p>	D Thomas & J Toovey	Review 19/07/2007

Date of Next Meeting(s)

Thursday 19th July 2007 1:30 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Wednesday 12th December 2007 1:30 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital