

**Actions of the meeting held on
Friday 14 November 2008, 09:00**

Humber and Yorkshire Coast Cancer Network

Thackray Medical Museum, Leeds

Yorkshire Cancer Network

Present:

| | |
|---------------------|---|
| Mrs D Chapman | Hull and East Yorkshire Hospitals NHS Trust |
| Ms L Grayson | |
| Ms H Rossington | Humber and Yorkshire Coast Cancer Network |
| Dr M Elliott | Leeds Teaching Hospitals NHS Trust |
| Mrs A Franklin | |
| Mr M Hemingway | |
| Ms D Highfield | |
| Sister M Hodgkin | |
| Ms R Hollis | |
| Prof S Kinsey | |
| Ms S Morgan | |
| Dr S Picton (Chair) | |
| Dr M Richards | |
| Mr D Thomas | |
| Dr M Miller | Martin House Children's Hospice |
| Ms J White | NHS Leeds |
| Mrs J Adams | North Yorkshire and York PCT |
| Dr A Essex-Cater | South Tees Hospitals NHS Trust |
| Sister M Riley | The Children's Centre (Hull) |
| Ms V Johnson | Wakefield District PCT |
| Ms C Vickers | |
| Dr R Ball | York Hospitals NHS Foundation Trust |
| Miss L Carroll | Yorkshire Cancer Network |
| Ms F Stephenson | |
| Mr B Tinkler | |

Apologies

Ms K Cooke, Dr A Falconer, Dr A Glaser, Mr P Melling, Ms P Thompson

| 2. Action Log from the last meeting | | | |
|--|--|-----------|------------|
| Log No | Action | Lead(s) | Deadline |
| 23 | The action log from the last meeting was agreed as an accurate record. | N/A | N/A |
| 3. Matters arising | | | |
| Log No | Action | Lead(s) | Deadline |
| 24 | The skin cancer pathway has been amended following discussions at the last meeting. The brain and CNS pathway is in development. To circulate the amended Skin cancer pathway with the action log. | L Carroll | 28/11/2008 |

| 4. IOG Implementation Summary 0 - 16 - update | | | |
|---|--|--------------|------------|
| Log No | Action | Lead(s) | Deadline |
| 25 | <p>Fiona Stephenson reported that following the submission of the implementation summary for 0-16 years in December 2007 to the CAT Louise Hooker has asked Specialist Commissioning Groups for further additional detail.</p> <p>Sue Picton, Rachel Hollis, Jenny Hey and Fiona Stephenson are meeting on Monday 17th November to prepare this information which must be submitted by the end of November 2008. (now 5th December 2008).</p> <p>Fiona Stephenson asked members to email Lucy Carroll (lucy.carroll@ycn.nhs.uk) if they have any information pertinent from a PTC or Shared Care perspective that they would like included (taking into consideration the Quality Measures for Peer Review).</p> | All | 28/11/2008 |
| 4.1 TYA Group | | | |
| Log No | Action | Lead(s) | Deadline |
| 26 | <p>The TYA part of the Implementation Summary was submitted to Specialist Commissioning Group on 30th September 2008. This group has requested additional detail on background, supporting contextual information and a financial gap analysis.</p> <p>Fiona Stephenson has been working with Sue Morgan and Dan Stark to collate this information and will submit to Cathy Edwards prior to formal submission to the Specialist Commissioning Group for onward submission to the CAT.</p> <p>Barry Tinkler emphasised the importance that level of shared care discussions are being undertaken locally with PCTs to ensure that any changes are included in the business plan for 2009/10.</p> | F Stephenson | 31/11/2008 |
| 5. Draft Children's Cancer Measures - Consultation | | | |
| Log No | Action | Lead(s) | Deadline |
| 27 | <p>Fiona Stephenson ensured members had received the email notifying them of the three month consultation (Start Date 3th November 2008 Close Date: 30th January 2009) for the Children's Cancer Measures. A copy of the draft measures can be found in the Cancer Section on the Department of Health web-site www.dh.gov.uk or the CQuINS web-site www.cquins.nhs.uk.</p> <p>Responses can be sent direct or to Lucy Carroll (lucy.carroll@ycn.nhs.uk) for a collated Network response.</p> | All | 30/01/2009 |
| 6. TYA Guidance | | | |
| Log No | Action | Lead(s) | Deadline |
| 28 | <p>Fiona Stephenson ensured members had received the email circulated on 8th September regarding further guidance for commissioning services for younger people which includes levels of shared care.</p> <p>To re-circulate the email with the action log.</p> | L Carroll | 28/11/2008 |

| 7. Feedback from YCN Management Board | | | |
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| Log No | Action | Lead(s) | Deadline |
| 29 | <p>Sue Picton gave a summary of the presentation she had given to the YCN Management Board in September on Children and Young Peoples IOG Guidance.</p> <p>The YCN Management Board have agreed that where pathways reflect current practice they can be approved in principle through the YCN Lead Commissioners Group and disseminated to locality groups for implementation planning.</p> <p>To circulate the presentation with the action log.</p> | N/A | N/A |
| 8. Pathways and discussions with NSSGs | | | |
| Log No | Action | Lead(s) | Deadline |
| 30 | <p>Fiona Stephenson informed members that Sue Morgan and Dan Stark have been attending the NSSG meetings to present the proposed high level pathway for the referral of young people aged 16-24, 16 - 18 and 19-24 years.</p> <p>The MDT SOP will be sent to the Lead Managers, Lead Clinicians and the MDT co-ordinators at each Trust.</p> | F Stephenson | Review next meeting |
| 9. Guidelines | | | |
| Log No | Action | Lead(s) | Deadline |
| 31 | <p>The Nursing chemotherapy administration guidelines for children and young people and the Guidelines for the prevention and management of chemotherapy extravasation in children and young people receiving cancer treatment are now available on the YCN website.</p> <p>Rachel Hollis reported that the guidelines review group will now include the TYA service. The ToR and membership will be updated to reflect this.</p> <p>The guidelines group is cross Network (HYCCN and YCN) and although at this stage the membership will not include North Trent there is an agreement to share guidelines that are produced.</p> <p>To keep members updated on the work of the guidelines group.</p> | R Hollis/A Glaser | Ongoing |
| 10. Patient Information Pathway | | | |
| Log No | Action | Lead(s) | Deadline |
| 32 | <p>David Thomas tabled and summarised the draft patient information pathway for 0 - 16 years.</p> <p>To send final comments on the pathway to David Thomas (david.thomas@leedsth.nhs.uk) by 31 December 2008. This will then be finalised and printed with a subsequent review date for any updates.</p> | All | 31/12/2008 |
| 11. Cancer Waiting Times | | | |
| Log No | Action | Lead(s) | Deadline |
| 33 | <p>The latest Cancer Waiting Times data was tabled.</p> <p>To keep members updated on the latest data.</p> | P Melling & H Rossington | Ongoing |

| 12. Clinical Audit | | | |
|---------------------------|---|---------|----------|
| Log No | Action | Lead(s) | Deadline |
| 34 | The clinical audit data was tabled and discussed. | N/A | N/A |

| 13. Date and time of 2009 meetings | | | |
|---|--|-----------|------------|
| Log No | Action | Lead(s) | Deadline |
| 35 | To circulate the 2009 meeting dates with the Action Log. | L Carroll | 28/11/2008 |

Date of Next Meeting(s)

Wednesday 11th March 2009 1:30 pm
Seminar Room, Martin House Hospice

Tuesday 30th June 2009 1:30 pm
Seminar Room, Martin House Hospice

Friday 20th November 2009 9:30 am
Thackray Medical Museum, Leeds [Educational Event]