

Actions of the meeting held on
Tuesday 30 June 2009, 13:30

Humber and Yorkshire Coast Cancer Network

Seminar Room, Martin House Hospice

Yorkshire Cancer Network

Present:

Dr A Britland	Airedale NHS Trust
Ms K Cooke	
Dr G Sharpe	Calderdale and Huddersfield NHS Foundation Trust
Ms M Barraclough	Hull and East Yorkshire Hospitals NHS Trust
Ms L Grayson	
Dr M Elliott	Leeds Teaching Hospitals NHS Trust
Dr A Glaser	
Sister M Hodgkin	
Ms R Hollis	
Ms C Irving	
Prof S Kinsey	
Ms S Morgan	
Dr S Picton (Chair)	
Mr D Thomas	
Dr M Miller	Martin House Children's Hospice
Ms L Lyles	NHS Bradford & Airedale
Miss C Edwards	NHS Leeds
Ms M Silcot	
Mrs J Adams	NHS North Yorkshire and York
Ms C Vickers	NHS Wakefield District
Ms K Ward	
Mrs M Allanson	Scarborough & North East Yorkshire Healthcare NHS Trust
Dr A Falconer	
Ms T Adjei	The Children's Centre (Hull)
Mrs J Lowther	
Ms A Walker	York Hospitals NHS Foundation Trust
Ms F Stephenson	Yorkshire Cancer Network
Mr B Tinkler	
Mrs L White	

Apologies

Dr C Cullinane, Mrs A Franklin, Ms D Highfield, Mr R Phillips, Dr S Richards, Ms J Taylor-Clark, Ms M Williamson

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
1	<p>Rachel Hollis clarified that the University are running one 10 credit module on the care of the child with cancer and one 10 credit module on the adolescent with cancer. It was also noted that these modules are not fully delivered by e-learning, although a major component some attendance is required.</p> <p>With exception to this the action log from the last meeting was agreed as an accurate record.</p>	N/A	N/A

3. Matters arising			
3.1 Audit questionnaire feedback			
Log No	Action	Lead(s)	Deadline
2	<p>Sue Picton gave an overview of the responses received from the audit questionnaire circulated in April 09.</p> <p>There was an overall consensus that members want to continue to receive audit information.</p> <p>Members would also like this information sent out in case they are unable to attend the meeting. A group discussion followed regarding how this information could be shared. It was acknowledged that it could not be sent via email (other than NHS.net) and it was felt that mail would not be appropriate.</p> <p>Members agreed to discuss this further at the workshop that they are holding in September.</p>	All	TBC
4. IOG Implementation Summary 0 - 16 - update			
Log No	Action	Lead(s)	Deadline
3	To keep members updated on further progress.	S Picton	20/11/2009
4.1 Clinical Pathways			
Log No	Action	Lead(s)	Deadline
4	<p>Fiona Stephenson reported that the YCN Management Board has delegated responsibility to the YCN Commissioning Group to formally sign off clinical pathways unless a decision destabilises an organisation; requires formal consultation; involves reconfiguration of services or there are issues around serious risk or reputation.</p> <p>The YCN Commissioning Group will ensure that the pathways presented at the meetings are discussed at the Locality Groups. Any locality issues regarding implementation will then be fed back to the group. The YCN Commissioning group are currently planning when the pathways can be presented.</p> <p>It was proposed that the YCN and HYCCN Urgent Suspected Children's (0 - 16) Cancer pathway is presented at the July YCN Commissioning meeting.</p> <p>To inform Sue Picton when the YCN Commissioning group would like the Urgent Suspected Children's (0 - 16) Cancer pathway presenting.</p>	F Stephenson	TBC
5	<p>Barry Tinkler highlighted that the HYCCN will have a different governance arrangement for the approval of clinical pathways.</p> <p>To speak to Julie Taylor-Clark regarding the HYCCN approach.</p>	B Tinkler	Review 20/11/2009

5. Children's Quality Measures for Peer Review			
Log No	Action	Lead(s)	Deadline
6	<p>Rachel Hollis reported that the Quality Measures for Peer Review are currently going through the gateway process. It is anticipated these will now be published on 4th July 2009.</p> <p>Following a group discussion it was suggested and supported by colleagues present that it would be beneficial if both networks are Peer Reviewed at the same time for the Children's Quality Measures (and then TYA when published).</p> <p>Barry Tinkler to discuss this further with Julie Taylor-Clark to see if the HYCCN are in support of this approach and if so to submit a proposal to the North Zone Team.</p>	B Tinkler	Review 20/11/2009
6. Proposed CYP Shared Care (0-16) Workshop			
Log No	Action	Lead(s)	Deadline
7	<p>Members were in support of Fiona Stephenson's suggestion to hold a CYP Shared Care (0-16) half day workshop to take place in September 2009.</p> <p>To send proposed topics to Lucy White or Fiona Stephenson.</p>	All	07/07/2009
8	To organise the workshop and circulate a date & programme to colleagues.	L, White	14/07/2009
7. SCG designation process			
Log No	Action	Lead(s)	Deadline
9	Fiona Stephenson updated the group on the SCG designation process. Networks and PTCs have been requested to produce an update to be discussed at the next meeting taking place on 18th September.	F Stephenson	20/11/2009
8. Shared Care TYA Guidance			
Log No	Action	Lead(s)	Deadline
10	<p>Meetings are being scheduled with Dan Stark, Sue Morgan, Fiona Stephenson and Trust representatives to discuss the implementation of Shared Care for Teenagers and Young Adults (aged 16-24).</p> <p>To keep members updated on the feedback from these meetings.</p>	F Stephenson	20/11/2009
9. TYA SOP - Update			
Log No	Action	Lead(s)	Deadline
11	To circulate the finalised TYA MDT SOP with the Action Log.	L, White	14/07/2009

10. Clinical Guidelines			
Log No	Action	Lead(s)	Deadline
12	<p>Members have feedback that they find the meetings very beneficial when guidelines have been presented.</p> <p>It is anticipated that the Guidelines for the Management of Infections and antimetic guidelines will be ready for presenting at the next meeting.</p> <p>A group discussion followed regarding the governance process for approval / acceptance of Network guidance by the individual organisations. It was acknowledged that there is clinical representation from both Networks on the guidelines group and Rachel Hollis welcomed other colleagues to attend.</p> <p>Barry Tinkler informed members that the YCN were currently reviewing this process to help with the approval of YCN Chemotherapy regimens and guidelines.</p> <p>It was felt that it would be helpful if there was a co-ordinated approach across both networks.</p> <p>To speak to Julie Taylor-Clark regarding the HYCCN governance process.</p>	B Tinkler	14/06/2009
11. Patient Information Pathways			
Log No	Action	Lead(s)	Deadline
13	<p>Jane Archer, Patient Information and Support Manager has sent her comments on the parent information pathway.</p> <p>David Thomas informed members that he was awaiting the completion of some LTHT information before finalising the document.</p> <p>David Thomas to make final amendments to the pathway and send to Lucy White for uploading to the website.</p>	D Thomas	Review 20/11/2009
13. Any Other Business			
Log No	Action	Lead(s)	Deadline
14	<p>YCN Infection Group</p> <p>Member agreed that they should have representation on the YCN Infection Group.</p> <p>Nominations to be sent to Lucy White.</p>	All	Review 20/11/2009
15	<p>Cancer Waiting Times</p> <p>The latest Cancer Waiting Times data was presented.</p> <p>A group discussion followed regarding consultant upgrades. As some members were unsure how their Trust implements this Barry Tinkler suggested they speak to the Cancer Lead Managers.</p> <p>Barry Tinkler agreed to speak to the HYCCN regarding obtaining their CWT data for future meetings.</p>	B Tinkler	Review 20/11/2009
16	<p>The Yorkshire Cancer Research Network recruitment by trial information was tabled.</p> <p>To invite Fiona Halstead to future meetings to present this data.</p>	L White	Review 20/11/2009

13. Any Other Business			
Log No	Action	Lead(s)	Deadline
17	<p>Integration of a TYA IOG (16-24) Group</p> <p>Sue Picton acknowledged that they need to consider how the TYA IOG (16-24) is established. It was proposed that these meeting could take place prior or post the CYP meetings as they may be some overlap.</p> <p>Further consideration on the membership, ToR and how these meetings will be structured needs to take place.</p> <p>To clarify who should be invited as part of the unit visits.</p>	S Picton	Review 20/11/2009

Date of Next Meeting(s)

Thursday 24th September 2009 10:30am
 Ramada Jarvis, Wetherby [Educational Event]

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