

Actions of the meeting held on
Thursday 11 March 2010, 13:30

Humber and Yorkshire Coast Cancer Network

Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital Yorkshire Cancer Network

Present:

Ms K Cooke	Airedale NHS Trust
Dr G Sharpe	Calderdale and Huddersfield NHS Foundation Trust
Ms L Grayson	Hull and East Yorkshire Hospitals NHS Trust
Mrs J Bielby	Humber and Yorkshire Coast Cancer Network
Dr A Glaser	Leeds Teaching Hospitals NHS Trust
Ms D Highfield	
Ms R Hollis	
Ms C Irving	
Ms S Morgan	
Mr R Phillips	
Dr S Picton (Chair)	
Dr M Richards	
Dr M Miller	Martin House Children's Hospice
Miss C Edwards	NHS Leeds
Dr A Falconer	Scarborough & North East Yorkshire Healthcare NHS Trust
Ms A Walker	York Hospitals NHS Foundation Trust
Mr P Melling	Yorkshire Cancer Network
Mrs H Ryan	
Ms F Stephenson	
Mr D Thomson	
Mrs L White	

Apologies

Ms A Brady, Mrs A Franklin, Prof S Kinsey, Dr L Newton, Dr S Richards, Ms C Vickers, Ms M Williamson

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
27	The Action Log of the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
28	<p>Patient Information Pathway</p> <p>Rachel Hollis reported that the Patient Information Pathway has been amended following the publication of the Quality Measures for Peer Review.</p> <p>To send Lucy White the revised Patient Information Pathway for circulation to the group for comments.</p>	D Thomas	Review 29/06/2010

4. IOG Implementation 0-16 years and Peer Review - preparation starts now!			
Log No	Action	Lead(s)	Deadline
29	<p>Fiona Stephenson gave an overview of the Peer Review process, concentrating on the Children's Cancer Network, the Co-ordinating Group and the commissioning function.</p> <p>An in-depth group discussion followed.</p> <p>POSCUs and MDTs: It was acknowledged that due to other work priorities some Trusts would struggle with the production of evidence for Peer Review.</p> <p>CCNCG: It was agreed that it would be beneficial if Trusts within the YCN could support each other with the production of guidelines and protocols.</p> <p>It was noted that people should be encouraged to share their work on the good ideas group website.</p> <p>Members agreed that it would be beneficial if Networks across the region could each lead on the production of clinical guidelines and protocols.</p> <p>Rachel Hollis agreed to identify medical nursing leads for the surrounding Networks.</p> <p>Commissioning: The group discussed the commissioning function described in the measures. A commissioner is expected to chair the CCNCG, and have representation from SCG, acute trusts and PCTs. The SCG and Networks to discuss and agree a governance structure for the CCNCG.</p> <p>Leads in the PTC and POSCUs should identify and make contact with their lead manager, to carry out a self assessment and develop the 3 required documents.</p> <p>For Networks the Children's Cancer Network Co-ordinating group - the proposed areas of work and leads were identified:</p> <p>Agree Leads and roles - Sue Picton and Rachel Hollis</p> <p>Membership and Terms of Reference of CCNCG - Lucy White</p> <p>Referral pathways, diagnosis and treatment - Julie Bielby & Fiona Stephenson</p> <p>Develop 3 key documents - Lucy White</p> <p>Clinical Guidelines and protocols - Rachel Hollis and Bob Phillips to develop a proposal for the development of protocols, proposing that other PTC/Networks lead on different cancer sites.</p> <p>Fiona Stephenson to take this proposal to the Network Director and Zonal Team.</p> <p>Networks to liaise with SCG regarding commissioning functions.</p>	R Hollis	Produce draft documents by 19th April
30	Helen Ryan agreed to clarify if they should undertake 2 self assessments prior to the Peer Review visit.	H Ryan	18/03/2010
31	To circulate the Peer Review presentation with the Action Log.	L White	18/03/2010

5. IOG Implementation Summary TYA Service			
Log No	Action	Lead(s)	Deadline
32	<p>More young adult referral are being received as a result of the locality meetings with Dan Stark, Sue Morgan and Fiona Stephenson.</p> <p>It is proposed that an audit of the TYA referral pathway is undertaken.</p> <p>A TYA Educational day is to be scheduled in June 2010. The HYCCN will circulate details shortly.</p> <p>To circulate details of the TYA educational day.</p>	HYCCN	Review next meeting
6. Clinical Guidelines			
Log No	Action	Lead(s)	Deadline
33	<p>R Hollis gave an overview of the guidelines group composition.</p> <p>Five meetings have been scheduled for 2010. Three of these meetings will be used to review and agree the Network guidelines.</p> <p>B Phillips to send L White a list of the GDG membership and future meeting dates.</p>	B Phillips	29/06/2010
6.1 Chair Guidelines Group			
Log No	Action	Lead(s)	Deadline
34	Bob Phillips has been appointed as Chair of the HYCCN and YCN Children's Cancer Network Guideline Development Group.	N/A	N/A
6.2 Presentation of process of guideline development, agreement and local implementation			
Log No	Action	Lead(s)	Deadline
35	<p>R Hollis gave an overview of the process of guideline development, agreement and implementation.</p> <p>The guideline development group (GDG) will develop the guidance. L White will circulate draft guidelines for consultation. Comments will be incorporated, or responses to comments made by the guidelines team. The final draft will be presented to the CCN-GDG and if approved 'signed-off'.</p> <p>L White will then format the guidelines, upload to the YCN website and circulate.</p> <p>R Hollis / B Phillips to provide L White with a list of the guidelines that are to be produced over the next year.</p>	R Hollis / B Phillips	29/06/2010
36	<p>R Hollis gave an overview of the GDG.</p> <p>To circulate the GDG presentation with the Action Log.</p>	L White	18/03/2010
7. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
37	<p>Philip Melling gave an overview of the latest CWT data.</p> <p>To keep members updated on the latest CWT data.</p>	P Melling	Ongoing

Date of Next Meeting(s)

Tuesday 29th June 2010 1:30pm
Seminar Room, Martin House Hospice