

**Actions of the meeting held on  
Tuesday 29 June 2010, 13:30**

**Humber and Yorkshire Coast Cancer Network**

**Seminar Room, Martin House Hospice**

**Yorkshire Cancer Network**

**Present:**

Dr G Sharpe	Calderdale and Huddersfield NHS Foundation Trust
Mrs A Thomas	
Ms L Grayson	Hull and East Yorkshire Hospitals NHS Trust
Mrs J Bielby	Humber and Yorkshire Coast Cancer Network
Dr M Elliott	Leeds Teaching Hospitals NHS Trust
Ms R Hollis	
Ms C Irving	
Dr S Picton (Chair)	
Dr M Miller	Martin House Children's Hospice
Miss C Edwards	NHS Leeds
Mrs J Adams	NHS North Yorkshire and York
Dr A Falconer	Scarborough & North East Yorkshire Healthcare NHS Trust
Ms A Mawdsley	York Hospitals NHS Foundation Trust
Mrs S Needham	
Ms F Stephenson	Yorkshire Cancer Network
Mr D Thomson	
Mrs L White	

**Apologies**

Dr I Beddis, Ms S Coughlan, Dr A Glaser, Mr P Melling, Ms C Norris, Dr B Phillips, Ms C Vickers, Ms B Young

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
1	The Action Log of the last meeting was agreed as an accurate record.	N/A	N/A
<b>3. Matters arising</b>			
<b>3.1 Patient Information Pathway</b>			
Log No	Action	Lead(s)	Deadline
2	The final draft Information Pathway for Parents of Children and Young People with Cancer was tabled.  To circulate with the Action Log for final comments to Rachel Hollis by 23rd July.	All	23/07/2010

<b>4. Developing the Children's Cancer Network</b>			
Log No	Action	Lead(s)	Deadline
3	<p>A group discussion took place regarding the future development of the Children's Cancer Network. Fiona Stephenson explained that the Quality Measures for Peer Review provide clear direction on the development of a Children's Cancer Network. This group must describe how their services are configured and how they link into the commissioning process. This evidence will be collated in three key documents;</p> <p>Work Programme Annual Report Constitution, Membership and ToR</p>	N/A	N/A
<b>4.1 Constitution, Membership and ToR</b>			
Log No	Action	Lead(s)	Deadline
4	<p>Fiona Stephenson gave an overview of the draft Constitution, Membership and ToR.</p> <p>The group agreed that they should change their name to 'The Yorkshire and Humber Children and Young People's Cancer Network Co-ordinating Group'.</p> <p>Members felt it was important that the scope highlights the age group they cover and that haematology is included.</p> <p>A group discussion then took place regarding how the group should link to the local and specialist commissioners (including specialist palliative care commissioners).</p> <p>It was felt that they should follow the same process as the other specialist groups.</p> <p>The group also needs to give further consideration regarding having service user / carer representation on the group.</p> <p>To amend the ToR and circulate to the group for comments.</p>	L White	23/07/2010
<b>4.2 Work Programme 2010 - 2013 (CCNCG proposals for service development and commissioning process- 09-7A-110)</b>			
Log No	Action	Lead(s)	Deadline
5	<p>Fiona Stephenson gave an overview of the draft Work Programme for 2010 - 2013. A group discussion followed and members made suggestions on what should be included.</p> <p>To make the suggested amendments to the document and circulate for further comments.</p>	L White	23/07/2010
<b>4.3 Annual Report</b>			
Log No	Action	Lead(s)	Deadline
6	<p>The draft Annual Report for April 2009 - April 2010 was tabled and discussed.</p> <p>To make the suggested amendments to the document and circulate for comments.</p>	L White	23/07/2010

<b>5. Shared Care Developments &amp; POSCU Configuration (09-7A-113)</b>			
Log No	Action	Lead(s)	Deadline
7	<p>Fiona Stephenson tabled and summarised the Yorkshire and Humber Children and Young Peoples Cancer Network Shared care Agreement.</p> <p>A group discussion followed.</p> <p>To make the amendments suggested and circulate to the group and named staff in POSCUs, Cancer Lead managers, Childrens Service Manager and Lead Cancer Clinicians.</p>	F Stephenson and L White	23/07/2010
<b>6. CCN Guidelines and protocols update for agreement</b>			
<b>6.1 Initial referral protocols (09-7A-113)</b>			
Log No	Action	Lead(s)	Deadline
8	<p>The draft initial referral protocol was tabled. Comments were made.</p> <p>Dr Falconer felt that it should be highlighted on the protocol that the preferred referral route for new patients is via secondary care and not direct to PTC. It was agreed that occasionally patients will come direct to PTC if a blood count arranged by GP shows leukaemia. In this situation the POSCU will be informed by the PTC.</p> <p>To amend the document and circulate for final comments.</p>	L White	23/07/2010
<b>6.2 Diagnosis and staging protocol (09-7A-114)</b>			
Log No	Action	Lead(s)	Deadline
9	<p>The diagnosis and staging protocol was tabled and comments were made.</p> <p>To make the agreed amendments and circulate for final comments</p>	L White	23/07/2010
<b>6.4 24 hour telephone advice service policy (09-7A-137)</b>			
Log No	Action	Lead(s)	Deadline
10	Rachel Hollis to send to Lucy White for circulation to the group.	R Hollis	23/07/2010
<b>6.5 Psychosocial assessment guidelines (09-7A-141)</b>			
Log No	Action	Lead(s)	Deadline
11	Rachel Hollis / David Thomas to send to Lucy White for circulation to the group.	R Hollis & D Thomas	23/07/2010
<b>6.6 Network Nurses Training Programme - including chemotherapy in the home and in POSCUs</b>			
Log No	Action	Lead(s)	Deadline
12	To circulate the second draft YHCCN Nurse's Training Programme with the Action Log	L White	09/07/2010
<b>7. TYA IOG update</b>			
Log No	Action	Lead(s)	Deadline
13	<p>Dan Stark, Sue Morgan and Fiona Stephenson have been meeting with the localities across the Yorkshire Cancer Network to discuss shared care for teenagers and young adults (aged 16-24).</p> <p>Meetings with Harrogate and Mid Yorkshire will take place this month.</p>	N/A	N/A

<b>7.1 TYA Educational Event</b>			
Log No	Action	Lead(s)	Deadline
<b>14</b>	The TYA Educational event will now take place at the end October 2010  To circulate details of the event.	F Stephenson	TBC
<b>8. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
<b>15</b>	Fiona Stephenson ensured members had received the latest CWT data that was circulated with the Agenda.  Sue Picton agreed to check the numbers of new patients as they appeared very low.	S Picton	09/07/2010
<b>16</b>	Minimum dataset  The group will continue to support the collection of CWT data and Cancer Registry data as their minimum dataset.	All	Ongoing

**Date of Next Meeting(s)**

Wednesday 13th October 2010 1:30pm  
Seminar Room, Martin House Hospice