

**Actions of the meeting held on
Thursday 13 October 2011, 13:30**

Humber and Yorkshire Coast Cancer Network

Seminar Room, Martin House Hospice, Grove Road, Clifford, Boston Spa, LS23 6TX Yorkshire Cancer Network

Present:

Ms A Mawdsley	Airedale NHS Foundation Trust
Dr G Sharpe	Calderdale and Huddersfield NHS Foundation Trust
Mrs A Turton	
Ms L Grayson	Hull and East Yorkshire Hospitals NHS Trust
Mrs C Appleby	Leeds Community Healthcare NHS Trust
Mrs S Burnell	Leeds Teaching Hospitals NHS Trust
Ms S Coulson	
Mr M Hemingway	
Sister M Hodgkin	
Mrs V Holden	
Miss R Hollis (Chair)	
Ms C Irving	
Dr B Phillips	
Dr S Picton	
Ms U Reid	
Mr D Thomas	
Ms P Thompson	
Ms J White	
B Koodlyedaih	Martin House Children's Hospice
Mrs E Vickerstaff	NHS North Yorkshire and York
Mrs M Allanson	Scarborough & North East Yorkshire Healthcare NHS Trust
Dr A Falconer	
Ms C Norris	
Ms B Young	
Dr R Ball	York Teaching Hospital NHS Foundation Trust
Mrs N Lockwood	
Mr P Melling	Yorkshire Cancer Network
Ms F Stephenson	
Ms E Chambers	Yorkshire Cancer Research Network

Apologies

Dr B Allagoa, Dr I Beddis, Mrs J Bielby, Ms K Cooke, Dr M Elliott, Dr A Glaser, Mr C Hunton, Mrs S Mirza, Ms M Williamson

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
21	Linda Morris, Lucy Wheeler and Michael Medlock (Parent Representatives) were introduced and welcomed by members.	N/A	N/A

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
22	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 Advanced Communication Skills Training			
Log No	Action	Lead(s)	Deadline
23	The ACST list of members who had attended the course and those on the waiting list was circulated. L White to re-circulate the ACST registration form.	L White	31/10/2011
3.2 Network Group Constitution, remit and ways of working			
Log No	Action	Lead(s)	Deadline
24	R Hollis summarised the changes made to the Network Group Constitution, ToR and Membership and asked for final comments to be sent to L White by 31/10/2011. The group supported holding two full meetings of the whole network group per year. There will be a shorter 'business meeting' of the whole group on the day of the Network Educational Update. The 'Executive Group' will attend the whole group meetings and will in addition meet twice a year to review and maintain the activities of the group. R Hollis listed those who would be involved in the Executive Group. They included; The Chair and Vice Chair of the YHCYPCN PTC Lead Clinician PTC Lead Nurse Commissioner representative POSCU Lead Clinician POSCU Lead Nurse CYP Project Manager from the Network team User/carer representative, or individual with responsibility for user/carer issues R Hollis asked if a POSCU Lead Nurse and Clinician could volunteer to be a member of this group. The group asked if the meetings could remain at Martin House and commence at 2.15pm. L White to book 2012 meetings and circulate to the group.	L White	31/10/2011
25	Nominations for a POSCU Lead Nurse and Clinician representative on the Executive group to be sent to L White by 31/10/2011.	POSCU Lead Nurses	31/10/2011
26	Final comments on the Constitution, Membership and ToR to be sent to L White by 31/10/2011.	All	31/10/2011

3. Matters arising			
3.3 Locality Work Plans			
Log No	Action	Lead(s)	Deadline
27	<p>R Hollis thanked G Sharpe for submitting the CHT Locality Work Plan noting that her and M Elliott had read this and supported the plan.</p> <p>She noted that it would be beneficial if in future localities could submit their locality Work Plans on an Annual basis to L White to ensure that the Network Work Programme reflects locality plans.</p> <p>To send final comments on the Network Work Programme to L White by 31/10/2011 and to send L White Locality Workplans when finalised.</p>	All	31/10/2011
3.4 Peer Review Update			
Log No	Action	Lead(s)	Deadline
28	<p>Those POSCUS from HYCCN that had been visited had shared helpful lesson learnt at the Shared Care Event that morning.</p> <p>It was noted that the Network visit will take place on 21st March 2012.</p> <p>To circulate the presentation with the Action Log.</p>	L White	31/10/2011
4. Network Update day			
Log No	Action	Lead(s)	Deadline
29	<p>R Hollis informed the group that the HYCCN have kindly agreed to take over the support of the CYP and TYA annual Educational Events.</p> <p>The group supported holding the next event in February 2012 at the Thackray Medical Museum, Leeds.</p> <p>Members were asked to send proposed topics to Adam Glaser via lucy.white@ycn.nhs.uk by 31/10/2011.</p>	All	31/10/2011
5. Shared Development and POSCU and Community Configuration			
5.1 Shared Care Agreements (We hope to have locally signed off agreements ready for final PTC sign off)			
Log No	Action	Lead(s)	Deadline
30	<p>The signed Shared Care Agreement (SCA) was received from Airedale.</p> <p>R Ball agreed to chase up the York sign off. Hull are still in discussions. C Norris will follow up the sign off of the Scarborough SCA.</p> <p>Locally Shared Care Agreements, or an update on progress or problems to be sent to the YCN by 31/10/2011</p>	R Ball, C Norris	31/10/2011

5. Shared Development and POSCU and Community Configuration			
5.3 Shared Care Chemotherapy Policy			
Log No	Action	Lead(s)	Deadline
31	<p>The Chemotherapy Administration in Paediatric Oncology Shared Care Units and the Community policy was tabled and discussed for comments by 31/10/2011.</p> <p>F Stephenson agreed to speak to D Thomson regarding issues that may arise as a result of those hospitals where chemotherapy is being delivered having different electronic chemotherapy prescribing systems.</p> <p>F Stephenson and D Thomson to see if there is any support the Network can provide in identifying / resolving the issues.</p>	F Stephenson	31/10/2011
6. Key Worker Policy			
Log No	Action	Lead(s)	Deadline
32	<p>D Thomas tabled and summarised the key changes in the revised Key Worker Policy.</p> <p>To send final comments to L White by 13/11/2011.</p>	All	13/11/2011
33	C Norris agreed to share Scarborough's local policy for information.	C Norris	31/10/2011
7. Children's Cancer Pathway 0-16 (Review)			
Log No	Action	Lead(s)	Deadline
34	<p>The revised Children's Cancer Pathway 0-16 was tabled. Members suggested changes to be made.</p> <p>To make agreed changes and circulate the finalised pathway with the Action Log.</p>	F Stephenson & L White	31/10/2011
8. Pathways for Children and TYA with Brain & CNStumours			
Log No	Action	Lead(s)	Deadline
35	<p>The Pathway for Children and TYA with Brain and CNS Tumours was tabled. The group suggested changes to be made.</p> <p>To make the agreed changes and circulate finalised pathway with the Action Log.</p>	F Stephenson and L White	31/10/2011

9. Blood Transfusion Audit			
Log No	Action	Lead(s)	Deadline
36	<p>B Philips presented the key findings from the 2010-2011 Network agreed Transfusing Blood Products - An audit of Practice.</p> <p>The aim of the audit was to encourage safe transfusing practices in children and young people under the care of the Yorkshire and Humber Children and Young Peoples Cancer Network. The main objective being to document compliance with triggers to transfusion, status of product, and communication.</p> <p>B Philips summarised the methodology and results.</p> <p>He concluded that there were vastly more transfusions undertaken in the PTC compared to the POSCU. The results were highly patient-dependant. There was a very good compliance with status and trigger values. There was a poor recording of communication (Failure of specific enough request in audit tool).</p> <p>It was agreed that future audits should be piloted at one POSCU prior to role out.</p> <p>The group suggested that the Network agreed audit for 2011-2012 could be the Febrile Neutropenia Audit.</p> <p>To circulate the presentation with the Action Log.</p>	L White	31/10/2011
37	<p>Network Agreed Audit 2011-2012 - Febrile Neutropenia referral Audit</p> <p>To agree when this audit should commence.</p>	B Philips / R Hollis	31/10/2011
10. Clinical Trials Update			
Log No	Action	Lead(s)	Deadline
38	<p>E Chambers and U Reid gave a presentation on the role and strategic vision of the YCRN including the Paediatric Research Portfolio figures.</p> <p>To keep members updated on the Paediatric Portfolio recruitment figures.</p>	E Chambers	Annual
11. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
40	<p>P Melling gave an overview of the latest CWT data.</p> <p>To keep members updated on the latest figures.</p>	P Melling	Ongoing
12. Clinical Audit Data			
Log No	Action	Lead(s)	Deadline
39	<p>B Philips gave an presentation on the audit of new patients, relapses and deaths from June to September 2011.</p>	N/A	N/A
13. Any Other Business			
Log No	Action	Lead(s)	Deadline
42	<p>To circulate a list of acronyms to the Service User representatives.</p>	L White	31/10/2011

13. Any Other Business			
13.1 Minimum dataset			
Log No	Action	Lead(s)	Deadline
41	For Peer Review the group must have an agreed minimum dataset. The group agreed this would be the CWT data and the National Cancer Registry data.	N/A	N/A

Date of Next Meeting(s)

Yorkshire & Humber CYP Cancer Network Executive Group (MEMBERS ONLY)
Tuesday 10th January 2012 2:00pm, Room A, G-Floor, Martin Wing, Leeds General Infirmary.

Yorkshire and Humber Children and Young People's Cancer Network Group
Wednesday 13th June 2012 2:15pm, Seminar Room, Martin House Hospice, Grove Road, Clifford, Boston Spa, LS23 6TX

Yorkshire & Humber CYP Cancer Network Executive Group (MEMBERS ONLY)
Tuesday 18th September 2012 2:00pm, Classroom 15 (Room 29) Education Training and Development Centre, St. James's University Hospital, Leeds

Yorkshire and Humber Children and Young People's Cancer Network Group
Wednesday 14th November 2012 2:15pm, Seminar Room, Martin House Hospice, Grove Road, Clifford, Boston Spa, LS23 6TX