

**Actions of the meeting held on
Thursday 06 March 2008, 14:00**

Yorkshire Cancer Network

Fewston Seminar Room, 1st Floor Fewston Wing, Harrogate District Hospital

Present:

Dr D Clements	Airedale NHS Trust
Mr J Ausobsky	Bradford Teaching Hospitals NHS Foundation Trust
Dr C Beckett	
Mrs H Hey	
Dr C Kay	
Dr A Lowe	
Dr A Verma	Calderdale and Huddersfield NHS Foundation Trust
Mr G Dyke	Harrogate and District NHS Foundation Trust
Dr A Anthony (Chair)	Leeds Teaching Hospitals NHS Trust
Ms N Hawkshaw	
Prof. P Lodge	
Ms D Marshall	
Mr R Prasad	
Dr M Sheridan	
Mr A Smith	
Dr S Shah	Mid Yorkshire Hospitals NHS Trust
Ms M Clough	York Hospitals NHS Foundation Trust
Mr S Duffy	Yorkshire Cancer Network
Mr P Melling	
Miss C Murray	
Ms F Stephenson	
Mr B Tinkler	

Apologies

Dr M Denyer, Mr A Henry, Ms W Markey, Mr K Menon, Dr K Naik, Ms A Procter, Ms H Roberts, Ms C Rock, Dr J Turvill, Ms T Wilcocks

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
32	<p>► Educational Event</p> <p>The group were informed that the YCN evaluation form has been amended to include individual speaker evaluation as per group request.</p>		N/A
33	<p>► Membership</p> <p>Ms Stephenson clarified that the YCN require two named representatives from each locality for the NSSG's. Mr Duffy added that while it is not essential that both attend, it would be easier with two there.</p> <p>Miss Murray to circulate an up to date membership list with the named nominated representatives from each locality with the action log.</p>	C Murray	31/05/2008
34	<p>► Membership links with Palliative Care</p> <p>Ms Stephenson Informed the group that the Palliative Care link is Mrs Charlotte Rock (Chair of Palliative Care Group)</p>		N/A

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
35	<p>Ms Stephenson advised the group that this element of the pathway is yet to be developed.</p> <p>Dr Beckett and Dr Sheridan to work together to produce a draft non surgical element of the pathway in time for the next meeting.</p>	C Beckett/M Sheridan	12/06/2008
4.1. Surgical Pathway			
Log No	Action	Lead(s)	Deadline
36	<p>Ms Marshall gave an update on the Bexley wing. The transfer of pancreatic surgery will commence in April 2008. Recruitment to the 3rd surgical appointment was unsuccessful and will be readvertised.</p> <p>There will be 8 beds in the Bexley wing and each surgeon will have 3 operating sessions each.</p> <p>Dr Anthony informed the group that further detail of the surgical pathway needs to be developed. Dr Smith, Dr Anthony and Mrs Hawkshaw had met to discuss this. Ms Stephenson offered network support.</p> <p>Miss Murray to organise a meeting with Ms Stephenson, Ms Hawkshaw, Mr Smith, Ms Menon, Ms Marshall and Dr Anthony to discuss the surgical and administrative pancreatic pathway.</p>	C Murray	10/04/2008
37	<p>The issue of tariffs was raised. Mr Duffy informed members that until these are agreed nationally, in the short term there is the ability for local agreement.</p> <p>Mr Duffy agreed to check the commissioning element and to bring back through the board if necessary. Commissioning arrangements to be confirmed by Mrs Myers.</p>	S Duffy	12/06/2008

4.2. Role of Leeds SMDT and process for referral			
Log No	Action	Lead(s)	Deadline
38	<p>The IOG requires for the YCN one specialist MDT, to register all cancers and to undertake all cancer surgery. For the YCN this MDT will be in Leeds.</p> <p>All patients from Bradford, Airedale, Halifax and Huddersfield with pancreatic and biliary cancer will be initially discussed at the Western West Yorkshire Specialist UGI MDT, based in Bradford.</p> <p>Patients diagnosed at the Bradford UGI MDT and identified as potential operative cases are discussed at the MDT with the visiting specialist surgeon. The onus is then on the specialist surgeon to register these cases at the YCN specialist MDT in Leeds. A process from registering ALL cancers must be developed.</p> <p>Patients from the diagnostic service in Mid Yorks, York and Harrogate are brought to the YCN SMDT by the Lead Clinician for UGI cancers in Mid Yorks, York and Harrogate following a diagnosis at the UGI MDT in their hospital.</p> <p>Leeds need to agree a process to capture the above and communicate back to referring units.</p> <p>The YCN pancreatic pathway needs to be amended to reflect this.</p> <p>A SOP must be developed by the NSSG to reflect absolute clarity on roles and responsibilities of the WWY UG MDT in its role and relationship with the specialist Pancreatic MDT (action chair).</p> <p>Mr Smith to ensure the YCN pancreatic pathway is amended by the end of March 2008.</p>	A Smith	31/03/2008
39	<p>Local diagnostic UGI MDTs</p> <p>Mid Yorkshire - Not appointed as yet.</p> <p>York - Will identify a MDT member to attend SMDT and address practical issues.</p> <p>Harrogate - To confirm the process for referral.</p> <p>Mr Tinkler agreed to help resolve the diagnostic MDT issue for Mid Yorks.</p>	B Tinkler	12/06/2008
4.3. Non Surgical pathway			
Log No	Action	Lead(s)	Deadline
40	<p>Ms Stephenson informed members that the Palliative care section of the Pancreatic pathway is currently being developed as a general pathway by the network group which will then dovetail with the Pancreatic pathway. Mr Tinkler advised the group that following their next meeting on 8th April 2008, a draft document should be ready for circulation and comments.</p> <p>To discuss the draft document at the next meeting.</p>	All	12/06/2008
5.1. Oncology			
Log No	Action	Lead(s)	Deadline
41	<p>Dr Anthony informed members that he believes the updated oncology chemotherapy guidelines will be ready by the end of March 2008.</p> <p>To update the group at the next meeting.</p>	A Anthony	12/06/2008

5.2. Nursing and Supportive Care			
Log No	Action	Lead(s)	Deadline
42	Ms Hawkshaw updated members on the work of the nurses group which has been focused mainly around who supports patients at various points in the pathway, patient information and methods of measuring patient satisfaction to improve services.		N/A
6. Audit			
Log No	Action	Lead(s)	Deadline
43	Mr Melling advised the group that nothing has happened since the last update.		N/A
7. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
44	Mr Melling presented the cancer waiting times to the group.		N/A
8. Any Other Business			
Log No	Action	Lead(s)	Deadline
45	Dr Anthony informed the group that he is to step down as chair and Dr Beckett agreed to take over the role. Mr Duffy to write to Dr Beckett to formally welcome him as chair and to thank Dr Anthony	S Duffy	12/06/2008
46	Members to email nominations for vice chair to clair.murray@ycn.nhs.uk before 23rd May 2008.	All	23/05/2008
47	Mrs Hey informed the group that she would like to step down as Service Improvement Lead after five years service. Members to email clair.murray@ycn.nhs.uk with nominations before the 23rd May 2008.	All	23/05/2008
48	Members agreed to change the name of the group from Pancreatic Group to HPB. Mr Prasad to send details of other members who will need to be involved in the group and advise on amending the Terms of Reference.	R Prasad	31/05/2008
49	Members agreed to rotate meetings between Bradford, Leeds and Harrogate. Miss Murray to organise the next meeting on the 12th June 2008 at SJUH. Mrs Hey to organise the meeting at Bradford hospital for the 9th October 2008.	C Murray/H Hey	31/03/2008

Date of Next Meeting(s)

Thursday 12th June 2008 3:45 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 9th October 2008 2:00 pm
Conference Room, Field House, Bradford Royal Infirmary