

**Actions of the meeting held on
Thursday 09 October 2008, 14:00**

Yorkshire Cancer Network

Conference Room, Field House, Bradford Royal Infirmary

Present:

Dr D Clements	Airedale NHS Trust
Mr A Henry	
Mr J Ausobsky	Bradford Teaching Hospitals NHS Foundation Trust
Mrs H Hey	
Ms H Roberts	
Ms C Rock	
Ms T Wilcocks	
Mr G Dyke	Harrogate and District NHS Foundation Trust
Dr A Anthoney	Leeds Teaching Hospitals NHS Trust
Dr C Verbeke	
Dr S Shah	Mid Yorkshire Hospitals NHS Trust
Dr J Turvill	York Hospitals NHS Foundation Trust
Mrs C Irving	Yorkshire Cancer Network
Ms F Stephenson	
Mr B Tinkler	
Mrs J Toovey	

Apologies

Dr C Beckett, Ms M Clough, Mr S Duffy, Mr M Harvey, Ms N Hawkshaw, Dr C Kay, Prof. P Lodge, Mr P Melling, Mr K Menon, Dr M Sheridan, Mr A Smith

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
20	In the absence of Dr Beckett, Mr J Ausobsky chaired the meeting.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
21	<p>The action log from the last meeting was agreed as a true record.</p> <p>► Mid Yorks Local MDT</p> <p>Mr Tinkler had been advised that the combined MDT is now in place and that the Network Board currently receive regular updates on its functionality. Appointments for two Radiologists have been made and a full time CNS post has been agreed.</p> <p>The group agreed that this should remain as a standing agenda item, providing updates on MDT progress, CNS input and pathway development.</p> <p>Mid Yorks to provide a management and clinical update on its local MDT at every future meeting.</p>	Mid Yorks Representative	Ongoing
22	<p>► Clinical Guidelines Review</p> <p>Mr Ausobsky tabled the Chemotherapy guidelines.</p> <p>Mrs Irving to re-circulate the guidelines with the action log.</p>	C Irving	07/11/2008

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
23	Members to send any comments to alan.anthony@leedsth.nhs.uk and cc in clair.irving@ycn.nhs.uk before 23rd December 2008.	All	23/12/2008
24	The Chemotherapy guidelines are to be signed off at the next meeting.	All	03/02/2009
25	<p>► Broadening the Pancreatic group to include HB</p> <p>Ms Stephenson advised the group that the structure of the Upper GI & Pancreatic meetings are to remain the same until pancreatic surgical transfer is complete. At which time, the inclusion of HB will be reconsidered.</p> <p>Mrs Irving to keep this as a standing agenda item.</p>	C Irving	Ongoing
3. Palliative care (End of life pathway)			
Log No	Action	Lead(s)	Deadline
26	<p>Mrs Rock tabled the Palliative Care (End of Life) and the Supportive Pathway and advised the group that both are still out for comment. Members were informed that the End of Life pathway can be applied to diseases other than cancer in the future and is intended to be used when patients are identified at being 6-12 months prior to death.</p> <p>Members were informed that the Specialist Palliative care pathway has been designed to fit in anywhere along the clinical pathways, enabling patients to move in or out, depending on the complexity of their needs at any given time. Members were informed that following the End of Life strategy, PCTs have now been charged with looking at taking forward the co-ordination of end of life care in the community.</p> <p>Members were encouraged to send in comments.</p> <p>Members to send any comments on either pathway to clair.irving@ycn.nhs.uk before 14th November 2008.</p>	All	14/11/2008
4. Work programme 2008 - 2011			
Log No	Action	Lead(s)	Deadline
27	<p>Mr Ausobsky tabled the terms of reference and work plan, summarising the main areas of work and asked the group for ratification which was granted.</p> <p>Mrs Irving to post the work plan and terms of reference on the YCN website.</p>	C Irving	03/02/2009
28	<p>Mr Tinkler informed members of the re-focus of governance arrangements and roles and responsibilities of the YCN groups to fit in with anticipation of the Cancer Reform Strategy. One of the main roles of the Network groups is seen to be providing key clinical advice to commissioners and identifying the shape of the service that should be available, including patient pathways. The intention is that once pathways have been agreed, they will be presented to the Board along with any issues pertinent to the group by the Chair and the Service Improvement Lead. Agreement has been sought from PCTs and Commissioners to move contracts to reflect Network pathways.</p> <p>Mr Tinkler encouraged the group to consider possible projects around earlier diagnosis and survivorship elements of the pathways. The Network plans to send out expressions of interest forms in the near future.</p> <p>Mr Tinkler to update the group as appropriate.</p>	B Tinkler	03/02/2009

5. Pathway for pancreatic cancer (clinical, supportive care and patient information)			
Log No	Action	Lead(s)	Deadline
29	<p>► Non Surgical pathway</p> <p>Mr Ausobsky confirmed that members had received the non-surgical drafts of the management of cholangiocarcinoma, pancreatic cysts and the jaundiced patient.</p> <p>Members to send in any final comments to clair.irving@ycn.nhs.uk, to be signed off at the next meeting</p>	All	03/02/2009
30	<p>► Clinical Pathway</p> <p>Ms Stephenson tabled the YCN High Level Clinical pathway, drawing attention to the timelines. Advice was requested on two key time dependant targets:- cases at SMDT by day 28 and decision to treat by day 35. Ms Stephenson offered to discuss local issues with individual MDTs.</p> <p>Members to send in comments or to request a visit are to contact fiona.stephenson@ycn.nhs.uk before 23rd December 2008.</p>	All	23/12/2008
31	The Clinical pathway to be ratified at the next meeting.	All	03/02/2009
32	<p>Members discussed the issue of image transfer. Mr Tinkler advised the group that this is something that the YCN Radiology group could potentially look at once they reform and suggested that Local Clinicians could take up this issue with their own Local Clinical Directors.</p> <p>Members to engage with their own contacts to identify local issues and to update the group at the next meeting.</p>	All	03/02/2009
33	<p>Mrs Stephenson informed the group that during clinical and administrative pathway meetings, the issues of CPX anaesthetic pre-assessment testing were discussed in terms of how and where this should be done.</p> <p>Dr Turvill outlined the current situation. Mr Ausobsky concluded that to make a qualified judgement, further clarity is needed to inform the group on the pathway implications. Members discussed inviting anaesthetist colleagues to the next meeting to provide further information.</p> <p>Dr Beckett to invite anaesthetic colleagues to attend the next meeting.</p>	C Beckett	03/02/2009
34	<p>► Supportive Care and Patient Information pathways</p> <p>Mrs Hey informed the group that once all pathways have been finalised they will be circulated to the group for comments.</p> <p>Mrs Irving to circulate the pathways to the group once they have been finalised.</p>	C Irivng	03/02/2009

6. Matters arising			
6.1 Update on pancreatic surgery			
Log No	Action	Lead(s)	Deadline
35	<p>Mr Ausobsky informed the group that due to changes in consultant LTHT staffing and the capacity available, there continues to be a partial pancreatic surgery transfer from WWY. In the Network, Harrogate and Mid Yorks are transferring cases, York will transfer cases from 1st October. The transfer of the remaining cases will be reviewed in April 2009.</p> <p>It was established that further clarity on the situation in York and Mid Yorks is required to move forward. Mr Tinkler will follow this up with Lead Cancer Managers.</p> <p>Mr Tinkler and Mrs Stephenson offered to assist by setting up meetings to help identify and resolve issues.</p> <p>To update the group at the next meeting.</p>	All	03/02/2009
6.2 Administrative and communication pathway update			
Log No	Action	Lead(s)	Deadline
36	<p>Ms Stephenson informed the group that following a meeting with representatives from localities across the network including managerial and nursing colleagues, a detailed action plan was produced which LTHT are currently implementing. An SOP for the pancreatic MDT and an electronic process for referral to the SMDT possibly via PPM is currently in development.</p> <p>To keep the group updated on the progress of this work.</p>	F Stephenson/LTHT Representative	03/02/2009
7. Cancer reform strategy/Cancer waiting times			
Log No	Action	Lead(s)	Deadline
37	<p>Mr Tinkler tabled the latest CWT information and highlighted the new commitments and standards.</p> <p>Mrs Irving to circulate a going further on cancer waits summary document.</p>	C Irving	07/11/2008
8. Educational Event			
Log No	Action	Lead(s)	Deadline
38	<p>Mr Ausobsky advised the group that the next educational event has been rescheduled for the 20th March 2009 and is planned to be held annually.</p> <p>Mrs Irving to liaise with Dr Beckett to confirm the programme details.</p>	C Irving	31/10/2008

Date of Next Meeting(s)

Tuesday 3rd February 2009 3:45 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Friday 20th March 2009 9:00 am
Derwent Syndicate Room, Pavilions of Harrogate, Great Yorkshire Showground, Harrogate []

Thursday 18th June 2009 2:00 pm
Conference Room, Field House, Bradford Royal Infirmary

Thursday 15th October 2009 3:45 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital