

**Actions of the meeting held on
Tuesday 28 April 2009, 15:45**

Yorkshire Cancer Network

Thackray Medical Museum, Leeds

Present:

Mr A Henry	Airedale NHS Trust
Mr J Ausobsky	Bradford Teaching Hospitals NHS Foundation Trust
Dr C Beckett (Chair)	
Mrs H Hey	
Dr C Kay	
Mr J May	
Ms A Procter	
Ms T Wilcocks	
Dr A Verma	Calderdale and Huddersfield NHS Foundation Trust
Mr G Dyke	Harrogate and District NHS Foundation Trust
Dr A Anthony	Leeds Teaching Hospitals NHS Trust
Mr A Smith	
Dr C Verbeke	
Dr J Turvill	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mr P Melling	
Ms F Stephenson	
Mr B Tinkler	

Apologies

Dr D Clements, Dr M Denyer, Dr A Lowe, Ms H Roberts, Ms L Verity

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
1	The action log from the last meeting was agreed as an accurate record. C Beckett thanked J Ausobsky for chairing the last meeting.	N/A	N/A
2	► Mid Yorks Local MDT C Beckett has been in contact with Maria Hayes, Lead Manager at Mid Yorks and is awaiting a response. C Beckett to feed back at the next meeting in June.	C Beckett	18.06.09
3	► Pathway for pancreatic cancer (clinical, supportive and patient information) Action 33: Andy Breen will be attending the June meeting to discuss the issue of CPX anaesthetic pre-assessment testing. E Jehan to confirm date, time and location of June meeting with A Breen.	E Jehan	29.05.09

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
4	<p>► Image Transfers</p> <p>B Tinkler advised the Group that Trust PACS Managers need to contact the individual MDT PACS Managers and image transfer should now be achievable.</p> <p>The Group discussed if this issue should be placed on the risk register and discussed at the Board.</p> <p>All members of the Group to discuss with their Trust PACS manager and update the Group at the next meeting.</p>	All	18.06.09
5	B Tinkler to raise issue of Image Transfer with the Network Board.	B Tinkler	29.05.09
4. Children and Young Adults IOG and draft pathway			
Log No	Action	Lead(s)	Deadline
6	<p>Sue Morgan and Dan Stark were unable to attend the meeting to discuss the Children and Young Adults IOG and draft pathway, this item was deferred to the next meeting.</p> <p>It was agreed that for convenience to put this item at the end of the Pancreatic agenda and the start of the Upper GI so the presentation would only be given once.</p> <p>E Jehan to invite S Morgan and D Stark to the June meeting.</p>	E Jehan	29.05.09
5. Update on pancreatic surgery			
Log No	Action	Lead(s)	Deadline
7	<p>B Tinkler updated the Group on pancreatic cancer surgery; the final stage in the delivery of the IOG is that all pancreatic cancer surgery is delivered at Leeds, this has been discussed at the past four Board meetings and key issues are around surgeon capacity in LTHT.</p> <p>Jacqueline Myers, Board representative for LTHT will be updating the Board at the May meeting on the agreed process: an internal review of job plans will be taking place, as a consequence of these reviews individuals may be changing job plans, consequently either consultants already in post will take on pancreatic surgery or a pancreatic surgeon post will be appointed.</p> <p>J Turvill and J Ausobsky raised concerns regarding the planned transfer of pancreatic cancer surgery from York and West West Yorkshire until these measures had been implemented.</p> <p>Concerns were also raised regarding the capture of Mid Yorkshire cases owing to the lack of a functioning MDT in Mid Yorkshire, the impact of these cases on LTHT cases would need re-evaluating.</p> <p>The York team raised concerns regarding the organisational links between their unit and the LTHT service.</p> <p>It was felt that compromise of the effective running of the entire West West Yorkshire service should not be jeopardised.</p> <p>It was accepted that no transfer of cases was possible until the reconfiguration at LTHT had been completed and the outcome of the Y&H SCG review is known.</p> <p>B Tinkler to update the Group at the next meeting.</p>	B Tinkler	18.06.09

6. Pathways for pancreatic cancer			
6.1 Non Surgical pathways			
Log No	Action	Lead(s)	Deadline
8	<p>F Stephenson advised the Group that no comments have been received on the Adjuvant Chemotherapy & Radiotherapy Guidelines.</p> <p>The Group agreed to endorse these pathways and include as part of the Network Guidelines for the Diagnosis and Management of Pancreatic Cancer.</p> <p>F Stephenson invited all members of the Group to submit any final comments on the pathways to fiona.stephenson@ycn.nhs.uk by 29.05.09</p>	All	29.05.09
6.2 Supportive Care & Patient Information pathways			
Log No	Action	Lead(s)	Deadline
9	<p>A Henry tabled the Supportive Care & Patient Information pathways.</p> <p>F Stephenson advised the Group that quality criteria for the Supportive Care pathway will be developed through the Steering Group/Lead Nurses Group.</p> <p>P Melling advised the Group that the Patient Information pathway will be available electronically.</p> <p>A Henry to send E Jehan final pathways once complete for circulation to the Group.</p>	A Henry/E Jehan	Ongoing
6.3 Clinical pathway			
Log No	Action	Lead(s)	Deadline
10	<p>F Stephenson gave an overview of the Clinical pathway which had been circulated for comments following the last meeting.</p> <p>The Group discussed jaundice and C Beckett agreed to develop a paragraph/section regarding jaundice for the pathway.</p> <p>C Beckett to develop paragraph/section regarding jaundice to be agreed at the next meeting.</p>	C Beckett	18.06.09
11	E Jehan to circulate the most up to date jaundice pathway to the Group.	E Jehan	29.05.09
12	<p>The Group discussed the routes in to the pathway and agreed that acute admission and incidental findings should be included.</p> <p>F Stephenson to add to the Pancreatic pathway.</p>	F Stephenson	29.05.09
7. Broadening the Pancreatic group to include HPB			
Log No	Action	Lead(s)	Deadline
13	<p>The Group discussed including HPB in the work of the Group and agreed not to move forward with this until the Pancreatic pathways are finalised.</p> <p>The Group agreed to keep this item as a standing agenda item and discuss further at the next meeting.</p> <p>E Jehan to add to the next meeting agenda.</p>	E Jehan	29.05.09

8. Chemotherapy guidelines			
Log No	Action	Lead(s)	Deadline
14	<p>A Anthoney advised the Group he had received no comments on the Chemotherapy Guidelines.</p> <p>The Group agreed to use the Guidelines and review in 2 years, or update them when National Guidelines change.</p> <p>H Hey advised the Group that there is a new Oncologist in Leeds who may be interested in being involved in the work of the Group.</p> <p>E Jehan to contact A Anthoney for contact details.</p>	E Jehan	29.05.09
9. Pathology Guidelines			
Log No	Action	Lead(s)	Deadline
15	<p>C Verbeke updated the Group on the Pathology Guidelines which are due for review this year.</p> <p>The Royal College guidelines are due for review and will be published in the autumn, it is anticipated that this review will bring them in line with the Network guidelines.</p> <p>C Verbeke agreed to update the guidelines and to finalise once the Royal College guidelines are published later this year.</p> <p>C Verbeke to produce a draft and to update the Group at the next meeting.</p>	C Verbeke	15.10.09
10. Peer Review			
Log No	Action	Lead(s)	Deadline
16	<p>F Stephenson gave a brief update on Peer Review, there is an emphasis on Trust Self Assessment and Internal Validation, for Trusts receiving a visit: External Verification, these will take place in March 2010. The deadline for Self Assessment is 31.08.09 and Internal Validation by 30.09.09.</p> <p>Key areas of work for the Group will be:</p> <ul style="list-style-type: none"> • The production of Clinical Guidelines; • Contributing to a Network wide audit; • Demonstrating involvement in trials; <p>The Group will also have to demonstrate their functionality, looking to the Constitution to make sure all localities are attending meeting and participating in the work of the Group, produce a Work Programme and an Annual Report.</p> <p>F Stephenson advised the Group that the HPB MDT in Leeds is not being visited in the 09/10 Peer Review cycle, but will need to complete Self Assessment and Internal Validation.</p>	N/A	N/A
11. Educational Event			
Log No	Action	Lead(s)	Deadline
17	<p>C Beckett advised the Group that the Pancreatic and Oesophago-gastric Educational Event, held on 20th March had evaluated very well, with comments reflecting with a very high standard of presentation, and overall seemed to be a success.</p> <p>The Group agreed to hold the next Educational Event in spring 2010, not March due to various other site specific meetings and events.</p> <p>E Jehan to circulate the Event Evaluation report.</p>	E Jehan	29.05.09

Pancreatic Group : Actions of the meeting held on Tuesday 28th April 2009 3:45pm

11. Educational Event			
Log No	Action	Lead(s)	Deadline
18	To agree a date for the next Educational Event at the next meeting.	E Jehan	18.06.09
12. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
19	<p>P Melling tabled the latest Cancer Waiting Times and advised the Group that the 1st quarter of new years data (January-March) will be updated to the National Database by mid May.</p> <p>P Melling to update the Group on the new data at the next meeting.</p>	P Melling	18.06.09
13. YCRN update			
Log No	Action	Lead(s)	Deadline
20	<p>F Halstead was unable to attend the Pancreatic meeting to update the Group on the YCRN, the latest recruitment data was tabled in her absence.</p> <p>For the Group's information below is the additional information presented to the Upper GI Group as found in the Upper GI action log:</p> <ul style="list-style-type: none"> ▶ F Halstead advised the Group that the YCRN are currently developing their IT systems to be able to show referral pathways as feedback has highlighted a need for. ▶ F Halstead updated the Group on the Peer Review research measure; the YCRN will provide each MDT, on a quarterly basis, with a portfolio of trials subdivided into local and Network portfolios, along with the contact details to aid cross Trust referral for clinical trials, and will allow the reporting and agreement of a local trial list. ▶ Once the YCRN have confirmed a research representative for each MDT they will receive a booklet of portfolio studies, it is aimed to send this out mid June. <p>F Halstead to update the Group at the next meeting.</p>	F Halstead	18.06.09
14. Any Other Business			
Log No	Action	Lead(s)	Deadline
21	<p>J Turvill discussed some administrative difficulties in delivering the pathway at York following the transfer of pancreatic surgery to Leeds.</p> <p>F Stephenson advised a discussion between the York and Leeds Lead Managers, if necessary the YCN can facilitate this.</p>	N/A	N/A
22	<p>H Hey informed the Group that she is leaving her position as Lead Cancer Nurse for Bradford.</p> <p>C Beckett thanked H Hey for her contribution to the work of the Group and the Group wished her all the best in her new post.</p>	N/A	N/A
23	<p>C Verbeke informed the Group of the Pancreatic Society Annual Scientific Meeting and Satellite Pancreatic Pathology Meeting taking place in Leeds in December.</p> <p>E Jehan to circulate the information to the Group.</p>	E Jehan	29.05.09

14. Any Other Business			
Log No	Action	Lead(s)	Deadline
24	<p>The Group were informed that from the end of May Leeds will only have 1 HPB CNS and due to the job freeze will not be recruiting, this will be reviewed on a monthly basis.</p> <p>The Group agreed this is not sustainable and would impact on the patient pathway.</p> <p>H Hey agreed to raise this at the Lead Nurses Meeting on 29.04.09.</p> <p>H Hey to raise at the Lead Nurses meeting on 29.04.09.</p>	H Hey	29.04.09

Date of Next Meeting(s)

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

Thursday 15th October 2009 3:45pm
Board Room, Ground Floor, Trust HQ, St James's University Hospital