

**Actions of the meeting held on
Tuesday 08 June 2010, 14:00**

Yorkshire Cancer Network

Teaching Room 1, C Floor, Field House, Bradford Royal Infirmary

Present:

Dr D Clements	Airedale NHS Foundation Trust
Mr A Henry	
Mr J Ausobsky	Bradford Teaching Hospitals NHS Foundation Trust
Dr C Beckett (Chair)	
Ms A Fletcher	
Mr J Gokhale	
Ms T Wilcocks	
Ms W Markey	Calderdale and Huddersfield NHS Foundation Trust
Mr R Prasad	Leeds Teaching Hospitals NHS Trust
Dr R Toner	Mid Yorkshire Hospitals NHS Trust
Ms L Verity	
Miss E Jehan	Yorkshire Cancer Network
Mr P Melling	
Ms F Stephenson	

Apologies

Dr A Anthoney, Dr M Denyer, Mr G Dyke, Mrs F Halstead, Prof. P Lodge, Dr S Shah, Mr A Smith, Dr C Verbeke

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	Conrad Beckett welcomed the Group and apologies were noted.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
2	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 Pathology Guidelines			
Log No	Action	Lead(s)	Deadline
3	The Group were informed the revised Royal College Guidelines have been published. Caroline Verbeke has made the relevant changes to the Pathology chapter which Philip Melling has incorporated into the Guidelines. To upload the revised Guidelines to the Group and upload to the YCN website.	E Jehan	22/06/2010

3. Matters arising			
3.2 Information for patients at risk for malignant spinal cord compression			
Log No	Action	Lead(s)	Deadline
4	<p>The Group were informed that Dr. Rob Turner, Chair of the Network MSCC Group has written to all Network Group Chairs asking for help in identifying patient groups who are at high risk of developing vertebral metastases and malignant spinal cord compression.</p> <p>The MSCC Group are developing a patient information leaflet for 'high risk' patients however the NICE Guidance does not define 'high risk'.</p> <p>The views of the Network Group Chairs are being sought to define these 'high risk' patient groups in order to form the basis for distribution of patient information at the most timely point on the patients pathway.</p> <p>The Group agreed that this is not common in Pancreatic patients and are happy to adopt the patient information leaflet produced by the MSCC Group.</p> <p>To respond to Rob Turner's letter on behalf of the Group.</p>	C Beckett	22/06/2010
4. Peer Review			
4.1 Outcome from NSSG & MDT			
Log No	Action	Lead(s)	Deadline
5	<p>Fiona Stephenson updated the Group on the outcomes of the recent Peer Review visits; there were no immediate risks identified.</p> <p>The only serious concern noted was the need for a Network audit of patient referrals from local to specialist MDTs to ensure all localities are adhering to Network Guidelines.</p> <p>Concerns raised included the lack of Mid Yorkshire representation at NSSG meetings, the need for a 3 year development plan and limited recruitment into clinical trials.</p> <p>The HPB Specialists Group and Pathology Guidelines were highlighted as good practice.</p> <p>The proposed actions will be incorporated into the NSSH Work Programme and progress monitored by the Group.</p> <p>To circulate the Peer Review report once finalised.</p>	E Jehan	Ongoing
6	<p>The Group discussed Service User representation on the Group, Tracey Wilcocks informed the Group that the HPB Specialists Group are looking into ethic approval for focus groups, Catherine Moriarty, Research Nurse in Leeds is assisting. Jay Gokhale informed the Group that he sits on the Bradford ethics committee and the focus groups may not need ethics approval if a service evaluation.</p> <p>To contact Jay Gokhale for further information.</p>	T Wilcocks	22/06/2010
7	To update the Group at the next meeting.	T Wilcocks	18/11/2010

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5. Work Programme, Annual Report & Constitution			
Log No	Action	Lead(s)	Deadline
8	<p>Fiona Stephenson reported that the 2009/10 Peer Review cycle is now complete and for the 2010/11 cycle the Group need to produce an Annual Report for 2009/10 and make minor amendments to the Work Programme, Terms of Reference and Constitution.</p> <p>It was raised at the recent visit that the Group need a clear and defined vision for the 3 year Work Programme. This will be discussed at the Chairs annual review with Sean Duffy, Network Director.</p> <p>To update the key documents and circulate to the Group for comments prior to upload in August.</p>	F Stephenson	30/07/2010
6. Audit			
Log No	Action	Lead(s)	Deadline
9	<p>Following the serious concern raised at the recent Peer Review visit that the Group need to undertake a Network wide audit of patient referrals from local to specialist MDTs to ensure all localities are adhering to the agreed Network Guidelines.</p> <p>The Group agreed to undertake two audits;</p> <p>1) Using existing data from PPM in Leeds it is proposed to undertake a retrospective audit of all patients treated via the specialist MDT in Leeds and then track back to their originating Trust to determine the diagnostic pathway and the route of referral to Leeds</p> <p>2) To undertake a follow-up audit following the results found in the 2007 completeness audit recently presented at the education event in May. To investigate all unmatched patients in greater detail to learn lessons about potential gaps in the process of ascertainment.</p> <p>To produce a summary project overview for each audit and circulate to the Group.</p>	P Melling	22/06/2010
7. Liver Guidelines			
Log No	Action	Lead(s)	Deadline
10	<p>Raj Prasad attended the meeting and apologised for not being able to present the draft Liver Guidelines at the Educational Event as planned.</p> <p>The draft Liver Guidelines were tabled and the Group thanked Raj Prasad for his work on the draft document. It was agreed that the Pathways and Clinical Guidelines now need to be developed based on the Pancreatic Clinical Guidelines and Pathways.</p> <p>Raj Prasad agreed to develop the Liver Clinical Guidelines and Pathways for circulation to the Group for comments by early October and ratification at the November NSSG meeting.</p> <p>Fiona Stephenson suggested holding a one off meeting/workshop to develop the Guidelines and pathways.</p> <p>The Group were informed that the Colorectal Group are developing the Guidelines for Liver Metastases and requested to be kept informed of their progress.</p> <p>To develop the Clinical Guidelines and Pathways.</p>	R Prasad	30/09/2010
11	To request an update from the Colorectal NSSG Chair on progress.	F Stephenson	01/10/2010
12	To circulate to the Group for comments.	E Jehan	01/10/2010

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7. Liver Guidelines			
Log No	Action	Lead(s)	Deadline
13	To add the Guidelines to the next meeting agenda for ratification.	E Jehan	22/06/2010
14	The Group agreed to discuss extending the Pancreatic Group membership at the next meeting. To add Group membership to the next meeting agenda.	E Jehan	22/06/2010
8. Video Conferencing link with LTHT SMDT			
Log No	Action	Lead(s)	Deadline
15	The Group discussed the ongoing audio/visual video conferencing difficulties with the LTHT SMDT. The Group were informed that Angie Craig, LTHT Lead Cancer Manager has met with IT and a test with Mid Yorkshire is planned. To request a formal update from LTHT on behalf of the NSSG.	F Stephenson	22/06/2010
9. HPB Specialists Group - Update			
Log No	Action	Lead(s)	Deadline
16	Tracey Wilcocks reported that the HPB Specialist are currently looking to develop the Supportive Care Pathways and are meeting on 15th June to discuss a combined Rehab Pathway. A new CNS has been appointed in Calderdale & Huddersfield. Bradford are not currently planning to advertise their CNS post. York have a part time post going to advert. To update the Group at the next meeting.	T Wilcocks	18/11/2010
10. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
17	Philip Melling presented the latest CWT data. To continue to provide regular updates to the Group.	P Melling	Ongoing
11. YCRN			
Log No	Action	Lead(s)	Deadline
18	The YCRN paper was tabled for information. To continue to provide regular updates to the Group.	YCRN	Ongoing

12. Any Other Business			
Log No	Action	Lead(s)	Deadline
19	► Chair & Vice Chair Conrad Beckett informed the Group that this was his last meeting as Chair of the Group and Andy Smith, as Vice Chair of the Group would be taking on the role of Chair from the November meeting. Members of the Group were asked to consider nominations for the role of Vice Chair. Fiona Stephenson informed the Group that a role description is available and support is available from the Network. To send nominations for the role of Vice Chair to Emma Jehan (emma.jehan@ycn.nhs.uk).	All	30/09/2010
20	To circulate the role description with the Action Log.	E Jehan	22/06/2010

Date of Next Meeting(s)

Thursday 18th November 2010 3:45pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital