

YORKSHIRE CANCER NETWORK
Primary Care Group
Minutes of the meeting held on
Tuesday 17th May 2005
YCRN Room 1, Ida Nurses Home, Cookridge Hospital

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| Present: | Dr G Haslam (Chair) | Airedale PCT |
| | Dr S Wood | Bradford South & West PCT |
| | Dr A Jones | Craven, Harrogate and Rural District PCT |
| | Dr S Balmer | East Leeds PCT |
| | Dr P Selby | North West Leeds PCT |
| | Dr B Markham | Selby & York PCT |
| | Miss L Carroll | Yorkshire Cancer Network |
| | Mr P Melling | |

1. Apologies/Welcome

Apologies were received from Prof M Baker, Dr I Fenwick, Dr M Mossad, Mr B Tinkler and Dr D Wild.

2. Minutes of the last meeting

The minutes of the last meeting were confirmed as an accurate record.

3. Matters arising

- **Terms of Reference**

Dr Haslam agreed to circulate the amended ToR with the minutes.

ACTION: Dr Haslam to circulate the amended ToR with the minutes.

- **YCN Primary Care Self Assessment Toolkit event**

A group discussion took place on how the YCN Primary Care toolkit is being used in PCTs. Pam Selby has presented the 'toolkit' to the Cancer Modernisation team and is going to telephone practice managers within her PCT to undergo a baseline assessment. Members felt that the implementation of the 'toolkit' was not a very high priority of their colleagues based at practices.

A YCN Workshop 'Primary Care Self Assessment Toolkit – Making it Work for Your PCT' is planned to take place at The Holiday Inn, Bramhope. Members present felt that the suggested June date was too short notice and therefore agreed to reschedule the event to Tuesday 30th August 2005 (*Since this meeting Dr Haslam has decided to **cancel** this workshop date and is now considering holding a series of meetings with a cluster of PCTs on a geographical basis. You will be informed of further detail in due course.*)

Dr Haslam is meeting with Mrs Carol Ferguson, Programme Director, Service Improvement Team on Thursday 19th May regarding £8000 funding being made available for education on primary and secondary interface issues.

The group discussed practice based commissioning and how this may impact on the priority of cancer work. Dr Haslam agreed to send Dr Selby further information on practice based commissioning.

ACTION: Dr Haslam to send Dr Selby further information on practice based commissioning

4. Cancer Waiting times

Mr Melling ensured members had received the CWT information circulated with the agenda. The group discussed this data in detail. Mr Melling reported that the DoH will be publishing CWT data in advance of the national targets going live in December 2005.

Dr Selby informed members of a CWT Action Plan document produced by the Cancer Centre Programme Board which details how they intend to meet the CWT targets. Dr Selby said she will contact Catherine Beardshaw, Director of operations for an electronic copy of this document.

Mr Melling informed the group of work being undertaken within the network to help improve CWT targets. Currently lung, colorectal and upper GI breaches are causing concern. The YCN Upper GI and Colorectal group have carried out audit work to look at breach reasons.

A group discussion took place regarding local work that is being undertaken to help reduce Cancer Waiting Times targets and how primary care colleagues could help reduce the breaches.

Dr Haslam said she would discuss direct access to diagnostics and the work being undertaken on breach reasons with Ms Ferguson on Thursday 19th May 2005.

ACTION: Dr Selby to contact Catherine Beardshaw for an electronic copy of the CWT Action plan

Dr Haslam to discuss direct access to diagnostics and work undertaken on breach reasons with Ms Ferguson

5. Screening

Dr Haslam said she would ask Mr Tinkler to provide the group with an update on the Breast screening programme and Liquid Based Cytology (LBC).

ACTION: Dr Haslam to ask Mr Tinkler to provide the group with an update on the Breast screening programme and LBC.

6. Peer Review

Miss Carroll said she would inform Dr Haslam of when she will be required for the Network Peer review assessment as soon as possible.

Dr Markham questioned when the Chair of the locality group annual review meetings will be arranged to comply with Quality Measure 1D-102. *(since the meeting the Selby & York PCT Locality group Annual Review has been scheduled for 19th July 2005).*

ACTION: Miss Carroll to inform Dr Haslam of when she will be required for the Peer review assessment

7. Any other business

Mr Melling informed members of the Network Cancer Data Server Project. The aim of this project is to collate patient information from different sources then link this data together to complete the patient record enabling health professionals to view patient records regardless of geographical location. This is an interim solution before the National Programme for Information Technology (NPfIT). Dr Selby said she was happy for Mr Melling to visit her practice to see how this server could link to the PCTs.

Dr Jones informed members that the Lymphoedema group may write to GPs within the network to highlight the importance of not taking blood from the arm affected by a mastectomy.

Dr Haslam informed members that minutes, agendas and supporting papers will in future be sent out electronically only.

8. Date and time of next meeting:

Tuesday 27th September, 2.00pm, YCRN Conference Suite, Ida Nurses Home, Cookridge Hospital

Remaining dates for 2005: Tuesday 6th December, 2pm

**Action Points raised at the meeting on
Tuesday 17th May 2005**

| Agenda Item: | Action | By whom: | Completion date: |
|---------------------|--|----------------------|-------------------------|
| 3 | Circulation of ToR | Dr Haslam | ASAP |
| 3 | Dr Selby to be sent further information on practice based commissioning | Dr Haslam | ASAP |
| 4 | Catherine Beardshaw to be contacted for an electronic copy of the CWT action Plan | Dr Selby | ASAP |
| 4 | Access to diagnostics and work undertaken on breach reasons to be discussed with Ms Ferguson | Dr Haslam | 19 th May |
| 5 | Dr Haslam to ask Mr Tinkler to provide update on screening | Dr Haslam/Mr Tinkler | ASAP |
| 6 | Dr Haslam to be informed of when she is required for the Peer Review Process | Miss Carroll | ASAP |