

**Present:**

Dr A Wason	Bradford Teaching Hospitals NHS Foundation Trust
Dr P Robinson	Chapel Allerton Hospital
Dr D Scullien	Harrogate and District NHS Foundation Trust
Dr B Bury	Leeds Teaching Hospitals NHS Trust
Dr B Carey (Chair)	
Dr R England	
Dr A Guthrie	
Dr M Sheridan	
Dr J Spencer	
Dr N Spencer	Mid Yorkshire Hospitals NHS Trust
Dr R Mannion	York Hospitals NHS Trust
Mr S Duffy	Yorkshire Cancer Network
Ms C Sheard	
Ms F Stephenson	
Mr B Tinkler	

**1. Apologies**

Dr S Blake, Dr S Gurney, Mr P Melling, Dr A Scarsbrook, Dr S Swift

<b>2. Minutes of last meeting</b>			
Log No	Action	Lead(s)	Deadline
1	The minutes from the last meeting in 2005 were read and agreed as an accurate record.		
<b>3. Timing &amp; Frequency of Imaging Group Meetings</b>			
Log No	Action	Lead(s)	Deadline
2	It was agreed that there would be three meetings a year, held at the Ramada Hotel, Seacroft at 6pm.  To finalise dates for June and October and inform group members (confirmed dates at end of document).	C Sheard	05/03/2007
<b>4. Representation on Imaging Group</b>			
Log No	Action	Lead(s)	Deadline
3	The group discussed representation on the Imaging Group.  To ensure lead imaging representation from all Trusts and in the event on non-attendance, to arrange for a deputy to attend on their behalf.  Other representation on the group to be included as the agenda dictates should include: <ul style="list-style-type: none"> <li>■ Senior radiographers</li> <li>■ Representation from other Network Site Specific Groups</li> <li>■ A Hospital Manager with responsibility for a hospital imaging department</li> </ul>	All	04/07/2007
4	Terms of reference were agreed with the changes to membership. To update document and recirculate to members.	C Sheard	28/03/2007

<b>4. Representation on Imaging Group</b>			
Log No	Action	Lead(s)	Deadline
5	<p>As this was the first meeting convened since 2005, the group also discussed the remit of the group.</p> <p>It was agreed that the remit is set out in the Terms of Reference, specifically to work towards interacting with service provision, basic adherence to protocols and patient pathways, the production and review of clinical guidelines and to provide direction and support from a strategic and governance framework which Mr Duffy will use to feed into the Strategic Health Authority.</p>	B Carey	Review 04/07/2007
6	<p>The group discussed how to engage representation from the Independent Sector Treatment Centres.</p> <p>Mr Duffy agreed to take this up with Aileen Moss at the Strategic Health Authority.</p>	S Duffy	04/07/2007
<b>5. New Oncology Wing(Leeds) - Update</b>			
Log No	Action	Lead(s)	Deadline
7	<p>Mr Duffy outlined the current situation on the services planned to move into the New Oncology Wing and the development of the patient pathways currently being undertaken.</p> <p>To update the group at the next meeting.</p>	S Duffy	04/07/2007
<b>6. Staging &amp; Follow-up of patients - Interaction with Cancer Centre</b>			
Log No	Action	Lead(s)	Deadline
8	<p>A detailed discussion took place in relation to the staging and follow-up of patients.</p> <p>Discussion took place regarding a Leeds and Mid Yorkshire Head and Neck Cancer MDT audit currently in progress regarding staging and follow up of patients, imaging protocols and reporting processes.</p> <p>It was agreed that the Imaging Group need to work with each NSSG to define the patient pathway for imaging and follow-up for each cancer site; where responsibilities lies for patients undergoing investigations; whether it is delivered locally or centrally and agree precise reporting needs for MDTs.</p>	B Carey	04/07/2007
<b>7. Imaging Group Involvement in Production of Clinical Guidelines</b>			
Log No	Action	Lead(s)	Deadline
9	<p>It was agreed that the imaging group would oversee the production and implementation of the site specific imaging guidelines, in collaboration with the Network Site Specific Groups.</p> <p>Dr Carey to write to each NSSG Chair to request the Imaging Leads set up sub-groups to produce imaging guidelines at their next meeting.</p>	B Carey	04/07/2007
10	<p>The draft Guidelines for Cross Sectional Imaging in Head &amp; Neck Cancer were tabled.</p> <p>It was agreed to circulate to Head &amp; Neck and Imaging group members for final comments in preparation of final sign-off prior to the forthcoming Peer Review in June 2007.</p>	C Sheard	28/03/2007

<b>7. Imaging Group Involvement in Production of Clinical Guidelines</b>			
Log No	Action	Lead(s)	Deadline
11	To incorporate Thyroid Imaging in the Head & Neck Guidelines.  To make contact with Dr Andrew Scarsbrook, Consultant Radiologist & Nuclear Medicine Physician at Leeds regarding incidental thyroids in PET scanning.	N Spencer	04/07/2007
12	The imaging group to agree the investigation protocol and onward referral policy prior to Peer Review in June 2007.  To be discussed at the next meeting.	B Carey	04/07/2007
<b>8. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
13	The commissioning of PET scanning was discussed. There will be a static scanner in Sheffield, Leeds and mobile service in Hull.  To work with imaging colleagues on the development of PET CT strategy across the SHA, covering training for reporting and MDT support, guidance conformity, cross use of facilities, timed pathway development and audits.	S Duffy	04/07/2007
14	To incorporate PET CT into the NSSG imaging guidelines	NSSG Imaging Lead	04/07/2007

**Date of Next Meeting(s)**

Wednesday 4th July 2007 6:00 pm  
Ramada Jarvis Leeds North Hotel

Wednesday 17th October 2007 6:00 pm  
Ramada Jarvis Leeds North Hotel