

**Present:**

Dr L Elliott	Bradford Teaching Hospitals NHS Foundation Trust
Dr C Roberts	Calderdale and Huddersfield NHS Foundation Trust
Dr D Scullion	Harrogate and District NHS Foundation Trust
Dr B Carey	Leeds Teaching Hospitals NHS Trust
Dr P Robinson	
Dr M Sheridan	
Dr N Spencer (Chair)	Mid Yorkshire Hospitals NHS Trust
Mrs C Ferguson	Yorkshire Cancer Network
Miss E Jehan	

<b>1. Welcome and Apologies</b>			
<b>1.1 Welcome to New Chair</b>			
Log No	Action	Lead(s)	Deadline
11	Nick Spencer was welcomed to the Group as the new Chair.	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
12	The action log was agreed was an accurate record following a change to Action 5: NICE MSCC Guidance.  David Scullion advised members of the Group that an on call Radiologist is always available in Harrogate. Following discussion it was agreed that this paragraph should be removed from the last action log.  To remove paragraph 3 from Action 5.	E Jehan	17/11/2010
<b>3. Matters arising</b>			
<b>3.1 Vice Chair</b>			
Log No	Action	Lead(s)	Deadline
13	The Group was informed that Philip Robinson has agreed to take on the role of Vice Chair.  To update the YCN database.	E Jehan	17/11/2010

<b>4. NSSG links</b>			
Log No	Action	Lead(s)	Deadline
<b>14</b>	<p>Nick Spencer informed members of the Group that the Radiology Group has been inactive in recent years and has struggled to find a purpose; the Group has not produced an Annual Report recently and both the Terms of Reference and Work Programme need updating. Further to this there are no Radiology Peer Review measures at present to work towards.</p> <p>Nick Spencer has written out to NSSG Chairs, Trust Clinical Directors of Radiology and Trust Medical Directors to try to increase awareness of the Group and develop links.</p> <p>Members of the Group raised concerns that any Radiology problems would go to the relevant NSSG and then may be escalated to the Commissioning Group as opposed to being escalated to the Radiology Group.</p> <p>Carol Ferguson advised the Group that the Pathology Group have developed a system whereby the site specific workforce is updated at each meeting, Pathology representatives on the NSSGs are then asked to submit a report following each NSSG ensuring any site specific issues are brought to the attention of the Pathology Group. The Pathology Group have also taken responsibility for reviewing the Pathology chapter of the site specific guidelines.</p>	N/A	N/A
<b>15</b>	<p>Concerns were raised about the lack of Neuro-Radiology input in to the Network Brain &amp; CNS Group.</p> <p>Discussion took place around the Radiology Groups role in this continuing problem.</p>	N/A	N/A
<b>5. Membership - Review</b>			
Log No	Action	Lead(s)	Deadline
<b>16</b>	<p>Nick Spencer advised the Group that he had written to Trust Clinical Directors of Radiology to ensure representation of each Trust.</p> <p>Discussion took place around inviting site specific Radiology representatives, it was felt that this had been tried before and didn't work.</p> <p>The Group agreed to keep the membership small.</p>	N/A	N/A
<b>6. Radiology Guidelines for Cancer Imaging</b>			
Log No	Action	Lead(s)	Deadline
<b>17</b>	<p>Discussion took place around developing a set of Radiology Guidelines; this would contain an overview of all the site specific imaging guidelines with a link to the full guidelines.</p> <p>The Group agreed that this would be a worthwhile piece of work to take forward.</p> <p>To work with members of the Group to draft the Imaging Guidelines.</p>	N Spencer	Ongoing
<b>6.1 Head &amp; Neck Imaging Guidelines</b>			
Log No	Action	Lead(s)	Deadline
<b>18</b>	<p>The Group were informed that Nick Spencer and Brendan Carey have updated the Head &amp; Neck Radiology Guidelines.</p>	N/A	N/A

<b>7. Work Programme &amp; Terms of Reference</b>			
Log No	Action	Lead(s)	Deadline
19	<p>The Group discussed the Work Programme, Terms of Reference and the Chairs, Vice Chairs and Membership Role Description.</p> <p>It was agreed that Nick Spencer would make amendments to the Terms of Reference document to be more appropriate for the Radiology Group.</p> <p>To make amendments to the ToR.</p>	N Spencer	17/11/2010
<b>8. Audit Programme</b>			
Log No	Action	Lead(s)	Deadline
20	<p>Nick Spencer and Philip Robinson agreed to discuss audit ideas outside of the meeting and circulate to the Group.</p> <p>To circulate audit ideas to the Group.</p>	N Spencer	17/11/2010
<b>9. Metastatic spinal cord compression</b>			
Log No	Action	Lead(s)	Deadline
21	<p>The Group were informed that the Network MSCC Guidelines are currently in draft and will be presented to the Commissioning Group in December.</p> <p>To update the Group at the next meeting.</p>	N Spencer	Ongoing
<b>11. Meeting arrangements and Educational Event - 2011</b>			
Log No	Action	Lead(s)	Deadline
22	<p>Discussion took place around the future of the Group and all present agreed that it wasn't worth holding 3 meetings a year unless there was work identified to take forward.</p> <p>Carol Ferguson suggested that the Group commit to 2 meetings a year, any additional work could be taken forward virtually or additional meetings booked ad hoc.</p> <p>The Group agreed to schedule meetings in May and October 2011.</p> <p>It was also agreed to look into holding a half day Educational Event after the business meeting in October.</p> <p>To book meeting rooms for May and October.</p>	E Jehan	17/11/2010
23	To book a venue provisionally for an Educational Event.	E Jehan	17/11/2010
<b>12. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
24	<p>► PCT Funding for Awareness &amp; Early Diagnosis</p> <p>Carol Ferguson informed the Group that PCTs have received funding for local Awareness and Early Diagnosis projects, with a focus on Breast, Lung and Bowel.</p> <p>It is anticipated that there will be a surge in GP referrals as a result of these projects which is likely to increase workloads in Radiology Departments. Trust Cancer Managers have been made aware of this work.</p>	N/A	N/A

## 12. Any Other Business

Log No	Action	Lead(s)	Deadline
25	<p>▶ PET CT</p> <p>The Group discussed how PET CT images are shared locally.</p> <p>To update the Group at the next meeting.</p>	N Spencer	Ongoing

### Date of Next Meeting(s)

Wednesday 25th May 2011 2:00pm

Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital