

Present:

Professor M Lind	Hull and East Yorkshire Hospitals NHS Trust
Mr M Leach	Humber and Yorkshire Coast Cancer Network
Mr K Horgan	Leeds Teaching Hospitals NHS Trust
Dr P Robinson (Chair)	
Dr R Turner	
Dr D King	York Hospitals NHS Foundation Trust
Mr G Hughes	Yorkshire Cancer Network
Mrs C Irving	

Apologies

Dr J Bates, Ms E Brown, Ms J Dent, Dr S Edward, Ms S Edwards, Mrs F Halstead, Dr W Merchant, Ms J Taylor-Clark

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
24	Members introduced themselves to the group and apologies were noted.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
25	The action log from the last meeting was agreed to be a true record.	N/A	N/A
26	<p>► Leeds IOG progress</p> <p>Philip Robinson informed the group that a second CNS has been appointed and that confirmation of the start date is still awaited.</p> <p>A band 6 administrative post for a 9 month period is to be advertised shortly. The purpose of the role is to establish robust processes.</p> <p>There is an issue with theatre space in plastics and the surgical capacity could only be addressed once this was resolved.</p> <p>It was suggested that it would be useful to feedback reports on IOG implementation feedback with a view to flagging up issues at the YCN Board.</p> <p>Philip Robinson is to email Angie Craig to request an update and to draft a letter for the YCN Board.</p>	P Robinson	07/07/2010
27	<p>► Hull</p> <p>The group were informed that the Management guidelines are now at final draft and are due to be presented to the MDT.</p> <p>MJ Lind is to forward the final version of the guidelines to clair.irving@ycn.nhs.uk for circulation to the group.</p>	MJ Lind	ASAP

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
28	<p>It was noted that no comments have been received on the guidelines and the importance of documenting feedback prior to sign off was emphasised.</p> <p>Members are to send comments on the guidelines to barbara.birkin@hey.nhs.uk (MJ Lind's secretary) before the next meeting.</p>	All	07/07/2010
29	To discuss sign off at the next meeting.	All	07/07/2010
3. Matters arising			
3.1 Patient Information leaflet - sign off			
Log No	Action	Lead(s)	Deadline
30	<p>The group were informed that the Patient Information pathway is complete and that this is currently being developed into a Patient Prescription.</p> <p>The information resource 'Being Referred to the Radiology Department for an MRI Scan' is still in development.</p> <p>Phillip Robinson is to chase Emma Brown for a progress report on this work and is to report back at the next meeting.</p>	P Robinson/E Brown	07/07/2010
3.2 Information required at referral by SMDT - sign off			
Log No	Action	Lead(s)	Deadline
31	<p>The group agreed to sign this off as a YCN document and to review this as the pathway is implemented.</p> <p>Clair Irving is to ensure this is available on the YCN web.</p>	C Irving	31/03/2010
4. To agree the 2010-12 Work Programme (draft attached)			
Log No	Action	Lead(s)	Deadline
32	<p>The group discussed the Work Programme in detail.</p> <p>Members discussed pathways for the management of bone sarcomas, in particular those groups of patients not covered by any guidelines. The group were informed that Carol Ferguson, YCN Service Improvement Lead is currently exploring how to influence this as part of a formalised commissioned framework.</p> <p>Carol Ferguson is to inform the group of what is being currently commissioned currently by NSCG.</p>	C Ferguson	ASAP
33	Phillip Robinson, Dan Stark, Catherine Coyle, Rob Turner and Michelle Williams and/or Karen Dyker are to draft a formal description of the current services provided for those patients not covered by any guidelines.	P Robinson, D Stark, C Coyle, R Turner and M Williams and/or K Dyker	30/04/2010
34	To circulate the service description to the group for comment and then send onto Birmingham to ensure that the current service is formalised.	P Robinson	07/07/2010
35	<p>The group agreed the Work Programme content and that the best way of taking the work forward would be to assign tasks to individuals/sub groups to feed back any developments in between meetings.</p> <p>Phillip Robinson to agree task responsibilities with Geraint Hughes.</p>	P Robinson	07/07/2010

6. To discuss pathway performance			
6.1 NYCRIS data			
Log No	Action	Lead(s)	Deadline
36	<p>MJ Lind informed the group that there is concern as to how all sarcomas are currently being captured given that coding is by anatomical site. The group discussed the possibility of using morphology codes.</p> <p>MJ Lind agreed to continue to look for a solution to capture robust data for analysis and to report back at the next meeting.</p>	MJ Lind	07/07/2010
6.2 SMDT feedback			
Log No	Action	Lead(s)	Deadline
37	The group were informed that the pathway appears to be working however it was noted that it is still early days.	N/A	N/A
6.3 Future measures of actual performance			
Log No	Action	Lead(s)	Deadline
38	<p>The group discussed capturing CWT, patient experience, source of referral and also biopsy routes through both the Sarcoma MDT and site specific MDTs to assess any change post pathway implementation.</p> <p>Members agreed that once in post, the band 6 Administrator would look at the pathway performance as a priority.</p>	Band 6 Administrator	07/07/2010
39	Philip Robinson informed the group that he has kept annual figures from 2004 of biopsy rates/patient satisfaction and agreed to share the details with HYCCN who agreed to capture similar data.	P Robinson/HYCCN	ASAP
40	<p>The group discussed how outcomes could be measured to assess pathway performance.</p> <p>The group were informed that data has been collected on irradiated patients back to 2000 which is ongoing as more than 10 yrs data is needed due to low numbers.</p> <p>The last 5 yrs of systemic therapy has been audited which is currently going through analysis.</p> <p>Functional outcome score data pre and post operatively has been collected over 4 years but has not been analysed as yet.</p> <p>It was agreed to audit the pathway as follows:-</p> <ul style="list-style-type: none"> • Oncology database - Rob Turner • Patient Satisfaction - Emma Brown • Pathway Performance - Band 6 Administrator • Biopsy - Phillip Robinson • Physiotherapy - Lynn Priestly <p>All audit leads are to report back on progress at the next meeting.</p>	R Turner, E Brown, Band 6 Administrator, P Robinson, L Priestly	07/07/2010
6.4 Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
41	The group discussed the cancer waiting times.	N/A	N/A

6. To discuss pathway performance			
6.5 To discuss a possible radiology-specific meeting in tandem with next NSSG			
Log No	Action	Lead(s)	Deadline
42	The group agreed to request a joint meeting with the Radiology sub-group later in the year to discuss pathway issues. Clair Irving to arrange a joint meeting with the Radiology group later in the year.	C Irving	30/04/2010
7. Guidelines			
7.1 To review NSSG Pathology Guidelines			
Log No	Action	Lead(s)	Deadline
43	Philip Robinson is to ask Will Merchant to confirm in writing that the guidelines are still valid.	P Robinson	30/04/2010
44	To officially sign off the change of review date.	All	07/07/2010
7.2 LRSS Guidelines- sign off and adpotion by NSSG			
Log No	Action	Lead(s)	Deadline
45	The group formally agreed these to be signed off as Network guidelines. Clair Irving to publish these to the YCN web.	C Irving	ASAP
8. To discuss and agree a future Education Event for the NSSG			
Log No	Action	Lead(s)	Deadline
46	The group discussed the importance of carefully tailoring an event to a specific target audience. It was decided that a one hour presentation would be created, initially directed at GPs with the view to tagging this onto a locally organised GP event. Members discussed that similar talks could be developed for other specialities and ensuring the information is kept up to date, these could be posted on the YCN web. Phillip Robinson and Kieran Horgan are to work on the presentation and to circulate to the group for comment before the next meeting.	P Robinson and K Horgan	07/07/2010
9. YCRN			
Log No	Action	Lead(s)	Deadline
47	The YCRN update was tabled.	N/A	N/A
10. Any Other Business			
Log No	Action	Lead(s)	Deadline
48	The group discussed the continuing frustrations surrounding the awaited SHA review of HYCCNs ability to provide an IOG compliant service and that due to the delay, HYCCN have been advised to seek an alternative Network partner. MJ Lind agreed to officially write to the SHA to request that the review is done as soon as possible and to provide an update at the next meeting.	MJ Lind	07/07/2010

11. Date and time of next meeting			
Log No	Action	Lead(s)	Deadline
49	The group noted the revised meeting date of 7th July 2010. Members to update their diaries with the new meeting date.	All	ASAP

Date of Next Meeting(s)

Wednesday 7th July 2010 10:00am
Seminar Room, First Floor, Paul Sykes Centre, SJUH

Wednesday 6th October 2010 2:00pm
Seminar Room 2, Postgraduate Centre, B Floor, Old Site, Leeds General Infirmary