

Present:

Ms E Brown	Leeds Teaching Hospitals NHS Trust
Dr M Marples	
Dr W Merchant	
Dr P Robinson (Chair)	
Dr D Stark	
Dr R Turner	
Mr G Hughes	Yorkshire Cancer Network
Mrs C Irving	

Apologies

Dr A Edwards, Mrs F Halstead, Mr K Horgan, Dr D King, Professor M Lind, Mr P Melling, Dr G Porter

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	Phil Robinson welcomed the group to the meeting 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 to be a true record.	N/A	N/A
3. Matters arising			
3.1 Patient Information leaflet - sign off			
Log No	Action	Lead(s)	Deadline
3	<p>Emma Brown updated the group on progress. Currently, the Network are awaiting receipt of a sign off and funding form. Once these documents have been agreed the resource will be sent to Medical Illustration for the artwork to be developed and then off to the printers.</p> <p>Emma Brown to ensure that the documents are signed and sent to emma.jehan@ycn.nhs.uk.</p>	E Brown	ASAP

4. Work Programme			
4.1 Draft Work programme - for discussion/agreement			
Log No	Action	Lead(s)	Deadline
4	The group discussed the Work Programme in detail and agreed to sign this off. Clair Irving is to ensure this is available on the YCN web.	C Irving	ASAP
5	► User Involvement Members were encouraged to identify potential patients to recruit. The group discussed posting a question on National support group forums. Emma Brown is to speak to Colin Sloane regarding the way forward.	E Brown	24/11/2010
5. SERVICE PLANNING			
5.1 Leeds MDT IOG compliance - update from the May Board meeting			
Log No	Action	Lead(s)	Deadline
6	Phil Robinson informed the group that a second CNS is due to start at the beginning of September 2010. Radiology have made another appointment and are now compliant. Plastics currently have locum cover and agreement for a new post however the appointment has not been made due to an issue with theatre space. The Data Manager post is currently being advertised at Band 5. The implementation of the IOG staffing arrangements was being monitored at Board level. To keep the group updated on progress.	P Robinson	06/10/2010
5.2 HYCCN IOG compliance - update on SHA review			
Log No	Action	Lead(s)	Deadline
7	The group were informed that the HYCCN service is currently under review and until this is complete there will be no representation from HYCCN. Clair Irving to update the YCN records to reflect this.	C Irving	ASAP
5.3 To discuss formalising pathways for the Management of Bone Sarcomas			
Log No	Action	Lead(s)	Deadline
8	Geraint Hughes informed the members that a meeting between himself and the National Specialist Commissioning group representative has been scheduled for the 26th July 2010 to enlist their support to clarify and improve the pathway. To report back at the next meeting.	G Hughes	06/10/2010
6. SERVICE DEVELOPMENT AND IMPROVEMENT			
6.1 To agree a vision			
Log No	Action	Lead(s)	Deadline
9	Geraint Hughes tabled the YCN Sarcoma Vision document and asked the group to comments and agreed to the proposals. The group were informed that the rationale behind this document is to help shape the content of the 2010-2013 Work Programme and is to represent the vision for the development of the service across the Network by 2013.	N/A	N/A

6.2 Pathway Performance			
6.2.1 CWT			
Log No	Action	Lead(s)	Deadline
10	The group discussed the latest CWT report. To provide an update on progress at the next meeting.	P Melling	06/10/2010
6.2 Pathway Performance			
6.2.2 Radiology sub group			
Log No	Action	Lead(s)	Deadline
11	Phil Robinson is to draft an email to send to the radiologists, inviting them to the next meeting.	P Robinson	ASAP
12	Clair Irving is to invite the Radiologists to a meeting specifically on radiology issues before/after the next meeting.	C Irving	ASAP
6.2 Pathway Performance			
6.2.3 Biopsy rates			
Log No	Action	Lead(s)	Deadline
13	Phil Robinson informed the group that he has the biopsy rates all his biopsy patients from 2006. Numbers for this year and last year can be obtained from the Radiology Information System. Once the pathway has been established, the rates will be examined to determine its effectiveness. Emma Brown and the new CNS are to take an overall lead in co-ordinating the audit. To update the group accordingly.	P Robinson	31/01/2011
6.2 Pathway Performance			
6.2.4 Patient Satisfaction			
Log No	Action	Lead(s)	Deadline
14	Phil Robinson tabled the results of the Leeds Cancer Centre Patient Satisfaction Survey Report which was mostly positive. Areas to address were noted and it was agreed that this will be repeated for peer review or an interim survey will be done if this a long way off. Emma Brown is to lead on reviewing the provision of patient information.	E Brown	06/10/2010
6.2 Pathway Performance			
6.2.5 Oncology database			
Log No	Action	Lead(s)	Deadline
15	The group agreed to adopt NYCRIS minimum dataset as a Network measure. Rob Turner and Maria Marples is to push forward the inclusion of additional sarcoma specific PPM fields in order to ensure full data completeness.	R Turner & M Marples	06/10/2010
6.2 Pathway Performance			
6.2.6 Physiotherapy			
Log No	Action	Lead(s)	Deadline
16	Emma Brown is to make enquires as to who is leading on this work and to report back at the next meeting.	E Brown	06/10/2010

7. GOVERNANCE and AUDIT			
7.1 NYCRIS data			
Log No	Action	Lead(s)	Deadline
17	Members were informed that data can be retrieved directly from the NYCRIS website www.nycris.org.uk . Rob Turner to update the group with any developments at the next meeting.	R Turner	06/10/2010
7.2 To discuss sign off of the Management guidelines			
Log No	Action	Lead(s)	Deadline
18	The YCN guidelines have already been signed off and are available on the YCN web. HYCCN guidelines will be put on hold until the outcome of the review is known.	N/A	N/A
8. Education			
8.1 To finalise plans to hold locally organised GP events			
Log No	Action	Lead(s)	Deadline
19	Phil Robinson and Kieran Horgan are to progress the work on writing the presentations with a view to holding event towards the end of the year/beginning of 2011.	P Robinson & K Horgan	ASAP
9. RESEARCH and DEVELOPMENT			
9.1 YCRN report			
Log No	Action	Lead(s)	Deadline
20	The YCRN report was tabled at the meeting.	N/A	N/A

Date of Next Meeting(s)

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