

Present:

Dr R Rushambuza	Calderdale and Huddersfield NHS Foundation Trust
Ms E Brown	Leeds Teaching Hospitals NHS Trust
Dr H Gupta	
Ms L Hopcroft	
Dr P Robinson (Chair)	
Dr R Stuart	
Dr R Turner	
Mrs C Wallis	
Dr N Spencer	Mid Yorkshire Hospitals NHS Trust
Dr D King	York Teaching Hospital NHS Foundation Trust
Mr G Hughes	Yorkshire Cancer Network
Mrs C Irving	
Ms E Chambers	Yorkshire Cancer Research Network

Apologies

Dr S Edward, Dr C Groves, Mrs A Harwood, Mr K Horgan, Dr W Merchant, Dr D Stark

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
16	Philip Robinson welcomed everyone to the meeting and apologies were noted.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
17	The action log from the last meeting was agreed to be a true record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
18	<p>► Soft Tissue Sarcoma MRI Scan patient information leaflet</p> <p>David King reported that the YCN leaflet did not really reflect the pathway (straight to MRI) that most patients in York followed. He also had concerns that the leaflet explicitly mentioned cancer a few times which could unnecessarily alarm patients at this point in the pathway.</p> <p>It was agreed that given that the York pathway included a face-to-face explanation to the patient then it was not always necessary to use the leaflet. The leaflet could still be used in York for those patients definitely being referred into Leeds.</p> <p>All to note.</p>	N/A	N/A

3. Matters arising			
Log No	Action	Lead(s)	Deadline
19	<p>► Data Collection/Data Set</p> <p>Rob Turner reported that the experiment to collect live data at the MDT had not been successful. He remained optimistic that a PPM-based solution was possible and was pursuing alternative solutions.</p> <p>To keep the NSSG informed.</p>	R Turner	07/02/2012
20	<p>► North Of England Meeting</p> <p>Rob Turner stated that there had been no progress to report as yet.</p> <p>To update the Group with any progress.</p>	R Turner	07/02/2012
4. Peer Review - actions required to comply with measures			
4.1 Terms of Reference and Work Programme - for discussion			
Log No	Action	Lead(s)	Deadline
21	<p>Members discussed the documents in detail and made some suggestions for changes.</p> <p>Geraint Hughes to make the necessary amendments. Clair Irving to circulate to the Group with a one week deadline for final comments before uploading onto the YCN web.</p>	G Hughes & C Irving	ASAP
4.2 Clinical Leads for Sarcoma - Implications for the NSSG			
Log No	Action	Lead(s)	Deadline
22	<p>Members were informed that one of the requirements of the Sarcoma IOG is to have a designated Lead Clinician for Sarcoma in each organisation.</p> <p>The responsibilities essentially covers both the corporate responsibilities (ensuring governance and organisational commitment) and operational activity (patient pathways). At present the NSSG deals directly with the radiology link to ensure the pathway is in place but do not necessarily have the local corporate connection.</p> <p>The solution to this is for the Lead Cancer Clinician in the organisation to be the titular lead with operational support from the radiology nominee.</p> <p>Lead Clinicians are agreed for all units except Bradford. Sean Duffy has written to Bradford to request this.</p> <p>■ Post Meeting</p> <p>Claire Groves was confirmed as Bradford's Lead Clinician for Sarcoma.</p> <p>Clair Irving to add the Clinicians to the Group as 'Trust Lead'.</p>	C Irving	ASAP

4. Peer Review - actions required to comply with measures			
4.3 Pathways - Presentation, Diagnostic, Treatment and Follow up			
Log No	Action	Lead(s)	Deadline
23	<p>Members were reminded that the Peer Review process requires four pathways namely presentation, diagnosis, treatment and follow-up.</p> <p>The current Leeds Health Pathways were circulated to the Group for comment.</p> <p>Members made some suggestions for improvement in order for these to be adopted as YCN pathways to reflect the particular explicit requirements of Peer Review. It was noted that some of the hyperlinks require activating.</p> <p>The Group agreed that once these pathways are agreed, they should be used by Lead Clinicians in their Local Peer Review.</p> <p>Cathy Wallis and Philip Robinson are to update the pathways which are to be circulated to the Group for comments and sign-off.</p>	C Wallis & P Robinson	ASAP
24	Clair Irving is to circulate the correct Radiology Referral Form to the Group.	C Irving	ASAP
25	<p>► Mid Yorkshire Proposals</p> <p>The Group were presented with suggestions of initiatives and proposals to develop the 'current' local pathway further.</p> <p>Members welcomed ideas on how the local pathway could be better improved and developed and agreed that this would be a focus for future work. This will be incorporated into the NSSG Work programme for further evaluation.</p> <p>Geraint Hughes to add to the NSSG Work Programme.</p>	G Hughes	ASAP
4.4 Shared Care Pathways Presenting to Site Specific NSSGs			
Log No	Action	Lead(s)	Deadline
26	<p>Members were informed that it is a Peer Review measure to have a YCN Shared Care Pathway for non-sarcoma MDTs to access the Leeds Sarcoma MDT in order to demonstrate direct links with other Groups</p> <p>Geraint Hughes tabled a pathway document and members were asked to comment.</p> <p>Cathy Wallis is to incorporate the 16-24 element to the document and is to send to Geraint Hughes.</p>	C Wallis	ASAP
27	Geraint Hughes is to approach each YCN NSSG Chair for sign off once this is complete.	G Hughes	ASAP

5. SERVICE DEVELOPMENTS			
5.1 Update on the Management of Bone Cancers			
Log No	Action	Lead(s)	Deadline
28	<p>It was noted that, as a result of Peer Review requirements, guidelines had been distributed by the ROH at Birmingham.</p> <p>The main issue of interest of the YCN remained the need for clarity regarding roles in regard to referral and follow-up associated communications. It was anticipated that the Peer Review requirement for ROH to provide explicit pathways would ensure the clarity required.</p> <p>To update the Group as necessary.</p>	R Turner	07/02/2012
5.2 Patient Information Pathway - review			
Log No	Action	Lead(s)	Deadline
29	<p>Members were informed that the Patient Information Pathway is due for review. Members agreed to one small addition of an Ultrasound leaflet and to sign this off.</p> <p>Clair Irving to make the amendment and to amend the review date.</p>	C Irving	ASAP
5.3 Guidelines for the examination and reporting of Soft Tissue Sarcoma Cancer Specimens - for review			
Log No	Action	Lead(s)	Deadline
30	<p>The YCN Pathology group have agreed to amend the review date of these guidelines as they were reviewed last year with no changes that needed to be made.</p> <p>All to note.</p>	All	N/A
5.4 LRSS Guidelines - for review			
Log No	Action	Lead(s)	Deadline
31	<p>Members were informed that Rob Turner has updated this document.</p> <p>Rob Turner to send the revised guidelines to Clair Irving for Group circulation and comments.</p>	R Turner	ASAP
5.5 Soft Tissue Sarcoma Clinical Pathway - for review/sign off			
Log No	Action	Lead(s)	Deadline
32	<p>Geraint Hughes is to determine if this is required for peer review.</p>	G Hughes	ASAP
6. GOVERNANCE and AUDIT			
6.1 CWT			
Log No	Action	Lead(s)	Deadline
33	<p>Members discussed looking at splitting the '14 days: Urgent Referral – First Seen target' to show date of referral in order to provide more meaningful data.</p> <p>Philip Melling to consider providing this information in the future.</p>	P Melling	07/03/2012

6. GOVERNANCE and AUDIT			
6.2 NSSG Agreed Datasets - 2 yearly review			
Log No	Action	Lead(s)	Deadline
34	Members agreed to continue collecting Cancer Waiting Times and the Cancer Registration Dataset. Clair Irving to update the review date.	C Irving	ASAP
6.3 To discuss and agree an NSSG audit proposal			
Log No	Action	Lead(s)	Deadline
35	Members discussed various possibilities for a Network audit and agreed to look at auditing data completeness at the MDT at the Network audit. Philip Robinson to liaise with Kieran Horgan to agree a prospective data collection at the MDT to be the basis of the agreed Network audit programme.	P Robinson	ASAP
36	Members discussed the importance of having standardised and automatic feedback to all Lead Clinicians and Radiologists following MDT's. Rob Turner to lead on this piece of work.	R Turner	ASAP
7. Any Other Business			
Log No	Action	Lead(s)	Deadline
37	► YCRN Emma Chambers presented the latest YCRN report.	N/A	N/A
38	► Distress Thermometer A Sarcoma specific Distress Thermometer was circulated to the Group and was agreed to be signed off. Clair Irving to upload to the YCN web.	C Irving	ASAP

Date of Next Meeting(s)

Wednesday 7th March 2012 2:30pm
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 4th July 2012 2:30pm
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 17th October 2012 2:30pm
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital