

Present:

Dr J O'Dowd	Airedale NHS Trust
Mr S Al-Ghazal	Bradford Teaching Hospitals NHS Foundation Trust
Mr M Timmons	
Mrs C Wheelhouse	
Dr H Hempel	Calderdale and Huddersfield NHS Foundation Trust
Ms L Booth	Harrogate and District NHS Foundation Trust
Dr S Balmer	Leeds PCT
Ms S McGonigle	
Ms D Beirne	Leeds Teaching Hospitals NHS Trust
Mr C Fenn	
Dr W Merchant	
Sister S Morgan	
Professor J Newton-Bishop	
Mr H Peach	
Dr G Stables	
Dr G Ford	Mid Yorkshire Hospitals NHS Trust
Dr G Slack	
Mrs P Akerman	User Partnership Group
Dr C Lyon	York Hospitals NHS Trust
Mr M Telfer	
Mrs A Millett	Yorkshire Cancer Network
Ms C Sheard	
Mr B Tinkler	
Mrs J Toovey	
Ms C Sleigh	Yorkshire Cancer Research Network

1. Apologies

Dr H Galvin, Mr C Hutchinson, Ms E Jeffers, Dr M Marples, Mr P Melling, Dr E Potts, Dr D Watt

4. Current State Gap analysis work/MDT			
Log No	Action	Lead(s)	Deadline
1	This was deferred to be discussed at the next meeting. To put on agenda for next meeting.	C Sheard	21/05/2007
5. Service Improvement Lead			
Log No	Action	Lead(s)	Deadline
2	It was proposed that Mrs Wheelhouse, Skin CNS and SIL based at Bradford Royal Infirmary take on the role of Service Improvement Lead for the group and this was seconded by Dr Newton-Bishop and agreed by the group. To update database with new information.	C Sheard	28/02/2007

Skin Group : Actions of the meeting held on Tuesday 27th February 2007 2:00 pm

6. Vice Chair			
Log No	Action	Lead(s)	Deadline
3	Dr Wright agreed to extend his tenure as Chair of the group but would like the support of a Vice Chair and nominated Dr Stables. Mr Peach seconded the nomination. Dr Stables to confirm his acceptance after checking on the support he would receive from within his organisation. To confirm acceptance of the post and check support from Leeds.	G Stables	26/03/2007
7. Skin Cancer Nurse Specialists			
Log No	Action	Lead(s)	Deadline
4	Mrs Toovey spoke about the CNS role. The group discussed this in relation to skin cancer. It was agreed to be an important role to; provide information and support for patients with complex needs, be involved in the development of services and education. Also it was recognised as a requirement within the IOG. To arrange a meeting with the various locality representatives to discuss the role of the specialist skin CNS and confirm what the core components would be.	J Toovey	27/04/2007
5	To arrange a meeting with the various locality representatives. To discuss who to invite to the meeting with Mrs Wheelhouse, SIL.	J Toovey	27/04/2007
6	To arrange a meeting with the various locality representatives. To put on agenda for next meeting.	C Sheard	27/04/2007
8. Audit			
Log No	Action	Lead(s)	Deadline
7	Dr Lyon informed the group that he had completed an audit entitled 'Audit of the Need for Organ Transplant Patients Review for Skin Cancer by a Dermatologist' which he would present at the next meeting. To put on agenda for discussion at next meeting.	C Sheard	30/05/2007
9. Network Action Plan			
Log No	Action	Lead(s)	Deadline
8	The Trust representatives gave an update on issues within their organisation. Mr Tinkler stated that he would contact individual group members with any specific queries in preparation of the Action Plan. To circulate draft Action Plan when completed.	B Tinkler	23/04/2007
9	Prof Newton-Bishop to forward to Mr Tinkler a written report update on guidelines for the Action Plan.	J Newton-Bishop	30/03/2007
10	To send results of waiting times audit to Mr Tinkler for Action Plan report.	H Peach	30/03/2007
11	Dr Stables agreed to send a copy of the Lymphoma Service Document to Mr Tinkler for inclusion in the Action Plan.	G Stables	30/03/2007
12	Mr Tinkler spoke briefly about the Photodynamic therapy and informed the group that he would like feedback to confirm who was providing this service. To provide Mr Tinkler with feedback.	All	30/03/2007

13. Over view of cancer action group meeting - London 26.02.2007			
Log No	Action	Lead(s)	Deadline
14	<p>Dr Wright gave feedback on the Cancer Action Team meeting he attended in London. He also gave a presentation on the Supranetwork and rare tumours.</p> <p>To put Supranetwork and rare tumours on agenda for discussion at next meeting.</p> <p>Dr Wright to give a rarer cancer audit proposal to Mr Mr Tinkler to agree as a Pan Network audit.</p>	A Wright / B Tinkler / C Sheard	15/03/2007
15. GP Minor Surgery - update of situation			
Log No	Action	Lead(s)	Deadline
15	<p>Dr Merchant gave feedback on the results of an audit on BCC data based on specimens sent by GP's to Pathology for diagnosis. The group expressed concern that patients with a positive result were not being referred to their local MDT.</p> <p>To carry out an audit on referral to MDT on GP specimens with a positive result. To feedback at next meeting.</p>	W Merchant	20/06/2007
16. Any Other Business			
Log No	Action	Lead(s)	Deadline
16	<p>Dr Newton-Bishop brought the group up-to-date on the melanoma leaflets that have been put on the website. Prof Newton-Bishop asked if anyone wanted to order 1000 copies or more then this could reduce the printing costs.</p> <p>To circulate, with Action Log, a copy of email sent by Prof Newton-Bishop with printing costs.</p>	All	25/05/2007

Date of Next Meeting(s)

Wednesday 20th June 2007 2:00 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Tuesday 2nd October 2007 2:00 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital