

**Present:**

Dr J O'Dowd	Airedale NHS Trust
Mr S Al-Ghazal	Bradford Teaching Hospitals NHS Foundation Trust
Dr K London	
Mrs C Wheelhouse	
Dr A Wright (Chair)	
Mr C Hutchinson	Calderdale and Huddersfield NHS Foundation Trust
Dr P Selby	Leeds PCT
Ms D Beirne	Leeds Teaching Hospitals NHS Trust
Dr A Boon	
Dr M Marples	
Dr W Merchant	
Professor J Newton-Bishop	
Mr H Peach	
Dr G Stables	
Dr G Ford	Mid Yorkshire Hospitals NHS Trust
Ms L Green	
Dr E Potts	
Ms E Jeffers	York Hospitals NHS Foundation Trust
Dr C Lyon	
Mrs A Millett	Yorkshire Cancer Network
Ms C Sheard	
Mr B Tinkler	
Mrs J Toovey	

**1. Apologies**

Ms M Brown, Mr M Telfer, Mr M Timmons, Dr D Watt

**4. Vice Chair of group**

Log No	Action	Lead(s)	Deadline
1	At the last meeting Dr Stables volunteered to be Vice Chair but has now withdrawn his offer.  Dr Lyon from York Hospital has agreed to accept the post of Vice-Chair. This was proposed by Dr Newton-Bishop and seconded by Mr Tinkler.  Dr Lyon to agree with Dr Wright on handover date.  To update Network database.	C Sheard / C Lyon	21/06/2007

**5. Skin IOG**

Log No	Action	Lead(s)	Deadline
2	Dr Merchant presented a paper entitled 'Audit of Skin Cancers in Leeds 1996' and this will be circulated with the Action Log.	C Sheard	July 2007

<b>5.1. GPSI's - minor surgery</b>			
Log No	Action	Lead(s)	Deadline
3	<p>The guidelines for the governance of GPSI's were produced in April. This stated that GP's are only to treat pre-cancerous lesions and low risk BCC's. It has been suggested that the Lead Clinician and Head of PCT write an alert letter to GP's who do not follow this guidance.</p> <p>Dr Wright informed the group that there has been funding allocated for an audit of biopsies in Bradford and Debbie Sykes will be contacting him shortly.</p> <p>To discuss at next meeting.</p>	C Sheard	06/11/2007
4	<p>There was a discussion on the issue of GP's understanding what is considered as a 'minor surgery' (now to be called 'skin surgery'). It was suggested that there is a need for a standard operating procedure document.</p> <p>GP's doing skin surgery will need accreditation. Dr Wright advised the group that there was a process for this being developed in Bradford and he would report on its progress.</p> <p>To discuss at next meeting.</p>	C Sheard	06/11/2007
<b>5.2. Rarer Cancers</b>			
Log No	Action	Lead(s)	Deadline
5	<p>Mr Tinkler advised the group that there is a meeting with Yorkshire &amp; Humberside Specialist Commissioning Group Directors to discuss how the Action Plan will be progressed.</p> <p>Feedback to be given at next meeting.</p>	B Tinkler	06/11/2007
<b>6. Referral Pathways</b>			
Log No	Action	Lead(s)	Deadline
6	<p>At a meeting held on 23.5.07 it was decided that Bradford Trust would not be presenting itself as a specialist MDT. It was also agreed that the Skin Group look at the pathways in Leeds and Bradford which would involve meetings and negotiation within the Trusts.</p> <p>Dr Wright to discuss and formalise at the next meeting.</p>	A Wright	06/11/2007
7	<p>Prof Newton-Bishop and Mr Peach have written draft referral guidelines for Leeds Specialist MDT (Melanoma Unit) which were circulated to the group.</p> <p>Mr Peach detailed the various points in the guidelines and asked for comments to be emailed to him at: <a href="mailto:howard.peach@leedsth.nhs.uk">howard.peach@leedsth.nhs.uk</a>.</p> <p>To circulate guidelines with Action Log and return comments to Mr Peach by 3.8.07.</p> <p>Dr Stables was requested to produce draft referral guidelines for the non-melanoma Specialist MDT and send to Ms Sheard to circulate to the group for comments.</p>	C Sheard	3/8/2007

<b>6.1. Regional Pathways</b>			
Log No	Action	Lead(s)	Deadline
<b>8</b>	<p>A presentation was given by Mrs Wheelhouse and Mrs Millet entitled 'Timed Urgent Suspected Skin Cancer - Fast Track Pathway (FT) (Draft 4)' and 'YCN Skin NSSG Patient Pathway Development'.</p> <p>A general discussion followed.</p> <p>Ms Sheard to circulate with Action Log.</p>	C Sheard	July 2007
<b>8. Transplant Patients</b>			
Log No	Action	Lead(s)	Deadline
<b>9</b>	<p>The group discussed skin lesions, melanomas and SCC's affecting renal transplant patients, the referrals and treatment. Dr Wright has been asked to set up a screening clinic within the transplant clinic to check for skin lesions/malignancies etc., but due to lack of resources this will not be possible.</p> <p>It was agreed that the issue of transplant patients needs to be added to the Skin Action Plan.</p> <p>Dr Wright has written a paper on transplant patients and this will be circulated with the Action Log.</p>	C Sheard	July 2007
<b>9. Cutaneous lymphomas (possible Regional Meeting)</b>			
Log No	Action	Lead(s)	Deadline
<b>10</b>	<p>Dr Wright informed the group that a meeting to discuss cutaneous lymphomas was postponed. Dr Wright to contact Dr Di Gilson, to organise a joint meeting.</p> <p>To discuss at next meeting.</p>	A Wright	06/11/2007
<b>10. Clinical Trials</b>			
Log No	Action	Lead(s)	Deadline
<b>11</b>	<p>Dr Marples, Clinical Research Registrar for Prof Newton-Bishop, presented a paper on 'Leeds Cancer Centre Melanoma Clinical Trial Portfolio - Avast-M'.</p> <p>To be circulated with Action Log.</p>	C Sheard	July 2007
<b>12</b>	<p>It has been agreed that a representative from each Trust would help recruit people for clinical trials and this needs to be discussed at the next meeting.</p> <p>To put on next agenda.</p>	C Sheard	06/11/2007
<b>13</b>	<p>A discussion took place on recruitment for trials and the time scale involved. It was agreed that the MDT Leads would take responsibility for recruitment.</p> <p>Dr Wright to inform the MDT Leads of their involvement in the recruitment for trials with a copy to the group members.</p>	A Wright	July 2007
<b>14</b>	<p>Ms Halstead, YCRN Network Manager, spoke about the work be carried at the YCRN and circulated papers on various new clinical skin trials taking place at present.</p> <p>To circulate the list of trials with the Action Log.</p>	C Sheard	July 2007

**Skin Group : Actions of the meeting held on Wednesday 20th June 2007 2:00 pm**

<b>11. Network Group Development Action Plan</b>			
Log No	Action	Lead(s)	Deadline
15	Mrs Wheelhouse has drafted the Action Plan and will forward it to Ms Sheard for circulation to the group for discussion at next meeting.	C Sheard	06/11/2007
<b>15. User Involvement update</b>			
Log No	Action	Lead(s)	Deadline
16	Dr Wright told the group that the User Group they have in Bradford have made a great deal of difference to the way they work. User involvement is part of the Peer Review measures and the IOG.  Ms Toovey suggested setting up focus groups. It was agreed that a Focus Group could be helpful and will be discussed at the next meeting.	A Wright	06/11/2007
<b>16. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
17	Dr Wright asked the Lead Clinicians at the meeting to give him an update on the following within their Trust:  User Group Service Improvement Lead Clinical Trials  This information will be collated and circulated to the group.	C Sheard	July 2007

**Date of Next Meeting(s)**

Tuesday 6th November 2007 2:00 pm  
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital