

**Actions of the meeting held on
Tuesday 06 November 2007, 14:00**

Yorkshire Cancer Network

YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Present:

Dr K London	Bradford Teaching Hospitals NHS Foundation Trust
Mrs C Wheelhouse	
Dr A Wright (Chair)	
Mr C Hutchinson	Calderdale and Huddersfield NHS Foundation Trust
Ms J Reeves	Leeds PCT
Dr P Selby	
Ms D Beirne	Leeds Teaching Hospitals NHS Trust
Ms M Brown	
Ms J Myers	
Professor J Newton-Bishop	
Mr H Peach	
Ms L Green	Mid Yorkshire Hospitals NHS Trust
Dr R Strauss	
Ms K Blackburn	User Partnership Group
Ms E Jeffers	York Hospitals NHS Foundation Trust
Dr C Lyon	
Mr S Duffy	Yorkshire Cancer Network
Mr P Melling	
Mrs A Millett	
Mr J Platman	
Mr B Tinkler	
Mrs J Toovey	

Apologies

Mr S Al-Ghazal, Dr A Boon, Dr H Galvin, Dr A Layton, Dr M Marples, Dr W Merchant, Dr G Stables, Mr M Telfer

2. Action Log from the last meeting

Log No	Action	Lead(s)	Deadline
18	Dr Wright noticed that Log No 2 from the last meeting contains a factual inaccuracy. Dr Merchant's 'Audit of Skin Cancers in Leeds 1996' should read 'Audit of Skin Cancers in Leeds 2006'. J Platman to amend this and reprint the action log for filing.	J Platman	20/11/2007

4. Skin IOG Action Plan			
Log No	Action	Lead(s)	Deadline
19	<p>Mr Tinkler informed the group that no official feedback had been received so far, but unofficial feedback has been forthcoming. Three questions were asked from this. They were</p> <ol style="list-style-type: none"> 1. What is the timescale for development of the community arrangements for the PCT's? 2. What is the recurrent work rate in Harrogate? 3. What are the network arrangements on the number of Specialist MDT's <p>The answers were</p> <ol style="list-style-type: none"> 1. Mr Tinkler will be writing to each of the PCT Leads in the network asking them to confirm what their local agreement is going to be. 2. Mr Tinkler submitted both the cancer registry data and the CWT data which demonstrated that the presence of a diagnostic MDT at Harrogate was worthwhile. 3. Two Specialist MDT's were put forward by the network, one for melanoma and one for non-melanoma at LTHT. <p>Mr Tinkler said that there needs to be more discussion between the PCT and the Hospital provider on agreeing the local model of care to pick up on issues such as training, accreditation, reaccréditation etc. This is happening at a different pace throughout the network, and there is a need for more uniformity over time.</p> <p>Mr Tinkler will write to the PCT Leads in the network to requesting confirmation of their local agreement. Mr Tinkler will keep the group updated on receipt of official feedback and each PCT's local agreement.</p>	B Tinkler	04/03/2008
5. Peer Review - Draft Measures for Skin Cancer			
Log No	Action	Lead(s)	Deadline
20	<p>Mr Tinkler informed the group that the YCN Action Plan proposal for a separate melanoma and non melanoma Specialist MDT does not fit with the draft measures. The draft measures have been queried and are being reconsidered by Mr Stephen Parsons at the National Cancer Action Team. Mr Parsons will be seeking advice from the British Association of Dermatologists.</p> <p>Mr Tinkler told the group that it is anticipated that the final measures would be published early next year.</p> <p>Mr Tinkler will contact Mr Parsons for the outcome of this and offer queries regarding Sentinel Node Biopsy and Block Dissection that had been made regarding the draft measures.</p>	B Tinkler	04/03/2008
6. Referral Pathways Current Status			
Log No	Action	Lead(s)	Deadline
21	<p>Dr Stables was unable to attend the meeting so he could not address the group. Dr Wright decided to postpone this agenda item until the following meeting.</p> <p>Network Support Officer to add this to the next agenda and to circulate a copy of the guidelines with the agenda when published.</p>	A Wright	26/02/08

6. Referral Pathways Current Status			
Log No	Action	Lead(s)	Deadline
22	<p>Dr Peach informed the group that he had received no feedback on his Melanoma Pathways. He thought that perhaps the Cancer Action Measures had superseded this by changing some of the emphasis.</p> <p>Professor Newton-Bishop gave a presentation which summarised referral criteria for melanoma.</p> <p>Dr Peach to report back to the group at the next meeting to allow more time for feedback.</p>	H Peach	04/03/2008
7. Update on clinical trials			
Log No	Action	Lead(s)	Deadline
23	<p>Clinical trials were discussed.</p> <p>It was agreed that Sentinel Node Biopsy needs to be placed on the patient pathway when these pathways are being developed.</p>	J Newton-Bishop/S Duffy	N/A
24	<p>Follow up work from the trials was discussed.</p> <p>Mr Tinkler will arrange a meeting with the plastic surgeons once the skin draft measures are available.</p>	B Tinkler	04/03/2008
8. User Involvement update			
Log No	Action	Lead(s)	Deadline
25	<p>Mrs Wheelhouse reported that at the last user involvement meeting in Bradford the group supported the need for each unit to have Skin Cancer CNSs and for the role not be devalued.</p> <p>Mrs Wheelhouse to report back on this at the next meeting.</p>	C Wheelhouse	04/03/2008
9. Skin Specialist Nursing			
Log No	Action	Lead(s)	Deadline
26	<p>Mrs Toovey informed the group of the work relating to the possibilities of the Skin Cancer CNS role and tabled a document that summarised that work. Mrs Wheelhouse informed the group of national work being undertaken around the role.</p> <p>Mr Platman to circulate Mrs Toovey's document with the action log. Mrs Wheelhouse to update the group at the next meeting.</p>	J Platman/C Wheelhouse	20/11/2007 and 04/03/2008
10. Progress Report on Melanoma Education Information Leaflets and Videos			
Log No	Action	Lead(s)	Deadline
27	<p>Dr Peach informed the group that the Information leaflets and Videos had been approved and will be pressed. These can be modified for the different groups they serve. Professor Newton-Bishop informed the group that she had been working on similar packages for a website, along with Mrs Bierne.</p> <p>Mrs Bierne to be the link to the new Web Content Manager for the new Patient Information website.</p>	Dr Peach	N/A

Skin Group : Actions of the meeting held on Tuesday 6th November 2007 2:00 pm

11. Patient held records			
Log No	Action	Lead(s)	Deadline
28	Mrs Wheelhouse informed the group that Mrs Green had been working on the Patient Diary. A meeting is being held on 04/12/2007 to discuss and adapt information from an Exeter Diary. Mrs Green will lead and will have a draft for the next meeting and also feedback to the group.	L Green	04/03/2008
29	Dr Wright suggested a trial scheme of Patient Held Records over a two month basis. Dr Wright confirmed that a trial would take place in Bradford and be completed by the next meeting.	A Wright	04/03/2008
12. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
30	Mr Melling gave a presentation on Cancer Waiting Times. The slides will be circulated with the action log.	J Platman	30/11/2007
13. Any Other Business			
Log No	Action	Lead(s)	Deadline
31	Mrs Wheelhouse proposed a meeting of Service Improvement Leads at YCN. Mrs Millett will organise this meeting for December.	A Millett	30/11/2007
32	Mrs Wheelhouse asked if Leeds would have separate Service Improvement Leads for melanoma and non-melanoma. Professor Newton-Bishop would email Dr Stables and let Mrs Wheelhouse know of his response.	J Newton-Bishop	30/11/2008
33	Mrs Wheelhouse spoke about the draft Teenager and Adolescent pathways. Mrs Wheelhouse to email Mr Platman the draft pathways for circulation to members. Mr Platman to email the group the draft pathways to the group. The group to then email Mrs Wheelhouse with feedback.	C Wheelhouse/J Platman	30/11/2007
34	The group to feedback comments direct to C Wheelhouse	All	

Date of Next Meeting(s)

Friday 16th November 2007 1:15 pm
Thorpe Park Hotel, Leeds [EVENT]

Tuesday 4th March 2008 2:00 pm
TBC

Tuesday 8th July 2008 2:00 pm
TBC

Wednesday 5th November 2008 2:00 pm
TBC