

**Actions of the meeting held on
Tuesday 04 March 2008, 14:00**

Yorkshire Cancer Network

Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

Mr S Al-Ghazal	Bradford Teaching Hospitals NHS Foundation Trust
Dr K London	
Mrs C Wheelhouse	
Dr A Wright (Chair)	
Ms D Beirne	Leeds Teaching Hospitals NHS Trust
Ms M Brown	
Dr S Edward	
Dr W Merchant	
Professor J Newton-Bishop	
Mr H Peach	
Dr F Roberts	
Ms L Green	Mid Yorkshire Hospitals NHS Trust
Dr R Strauss	
Mrs P Akerman	User Partnership Group
Dr C Lyon	York Hospitals NHS Foundation Trust
Mr M Telfer	
Mr S Duffy	Yorkshire Cancer Network
Mrs A Millett	
Miss C Murray	
Mr B Tinkler	

Apologies

Dr G Ford, Dr A Layton, Ms J Reeves, Dr P Selby, Dr D Watt

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
35	Was agreed as a true record.		N/A
3.1. Draft Teenager and Adolescent pathways			
Log No	Action	Lead(s)	Deadline
36	<p>Mrs Wheelhouse informed the group that since the last meeting the network have agreed this draft pathway, however Mrs Ferguson suggested that it should go through the paediatric MDT's before it is presented to the YCN Board for ratification.</p> <p>Mrs Millett is to approach Ms Susan Morgan (Teenager and Adolescent CNS) to request this is presented to the Paediatric and Adolescent Haematology and Oncology Network Group for their approval and to report back to the group at the next meeting.</p>	A Millett	08/07/2008

4. Skin IOG Action Plan			
Log No	Action	Lead(s)	Deadline
37	Mr Tinkler informed the group that he is still awaiting the Cancer Action Team's official response to the action plan having a single melanoma MDT and a single non melanoma MDT is contrary to the draft measures. Mr Tinkler has been chasing Mr Stephen Parsons (National Lead) for clarification on this however he is yet to receive a response. Mr Tinkler to pursue Mr Stephen Parsons for a response.	B Tinkler	08/07/2008
38	The group agreed to proceed with this Action Plan on the basis that it will be approved. To take forward obtaining clarity and agreement on the structure of the locality primary care set up for skins with each local PCT to secure agreement of the model.	All	08/07/2008
39	Professor Newton Bishop to write a letter confirming that she has agreement for the MDT configuration from the National Clinical Lead.	J Newton Bishop	08/07/2008
6.1. Draft Melanoma Guidelines Feedback			
Log No	Action	Lead(s)	Deadline
40	Mr Peach informed the group that he still has not received any feedback from the Melanoma pathway. During the meeting he circulated a re-drafted version for dissemination and comments. Members to contact Mrs Millett on 01423 555757 or at angela.millett@ycn.nhs.uk with either suggestions for improvement or agreement of the current pathway by the 15/04/2008.	All	15/04/2008
41	Mrs Millett to relay any feedback to Mr Peach.	A Millett	15/04/2008
42	Professor Newton Bishop to add a parallel pathway to this draft for the head and neck element.	J Newton Bishop	08/07/2008
43	Mrs Wheelhouse to draft a Skin cancer pathway excluding melanoma.	C Wheelhouse	08/07/2008
6.2. Draft Non-Melanoma Guidelines Feedback			
Log No	Action	Lead(s)	Deadline
44	To be added to next meeting's agenda as Dr Stables gave his apologies for this meeting.	C Murray	08/07/2008
7. Update on clinical trials			
Log No	Action	Lead(s)	Deadline
45	The group were given an update on clinical trials.		N/A
8. User Involvement update			
Log No	Action	Lead(s)	Deadline
46	Mrs Wheelhouse reported that at the last User Involvement meeting, the group discussed the importance of patient choice. Specifically, being able to have the Sentinel Node Biopsy follow ups nearer home in line with the guidance.		N/A

9. Skin Specialist Nursing			
Log No	Action	Lead(s)	Deadline
47	<p>Mrs Wheelhouse informed the group that The British Association of Skin Cancer Specialists is proving to be a success particularly in terms of information and support for new nurses.</p> <p>The Service Improvement Skin Pathway meeting was held on the 27/02/2008 which was well attended. Mrs Wheelhouse informed the group that they discussed expected service improvement measures for peer review. A service improvement role profile was drafted.</p> <p>Mrs Wheelhouse also informed the group that The Transplant Pathway is now at second draft.</p> <p>Miss Murray to circulate the document on the Service improvement profile with the next agenda.</p>	C Murray	24/06/2008
48	Mr Stables is to send this to the Transplant Patient Network and the YCN for comment.	G Stables	08/07/2008
10. Patient held records			
Log No	Action	Lead(s)	Deadline
49	<p>Dr Wright informed the group that the final draft is now available to be circulated for comments.</p> <p>Mrs Green to email the final draft to Miss Murray for circulation amongst the group.</p>	L Green/C Murray	
50	All comments to be sent to Mrs Wheelhouse and Mrs Green by 11/04/2008.	All	01/05/2008
51	Mrs Wheelhouse and Mrs Green to send final version to Jane Archer (Patient Information & Support Manager) at jane.archer@ycn.nhs.uk	C and L	15/05/2008
11. Regional melanoma - research project on Vitamin D levels in patients with recurrent melanoma			
Log No	Action	Lead(s)	Deadline
52	<p>Professor Newton-Bishop spoke to the group on the Melanoma Lifestyle Study summary and the plans for the study to be validated.</p> <p>Members requiring further information to contact Mrs Pauline Brunyee (Project Manager) on 0113 2066534 or on P.Brunyee@leeds.ac.uk</p>	All	N/A
53	Miss Murray to circulate the flow chart to show the recruitment process in more detail with the action log.	C Murray	18/03/2008
13. YCN/Macmillan Patient Information Website Project			
Log No	Action	Lead(s)	Deadline
54	<p>Mr Tinkler spoke to members of the plans for the website.</p> <p>Mr N Mungur to contact Ms D Beirne.</p>	N Mungur	08/07/2008

14. Any Other Business

Log No	Action	Lead(s)	Deadline
55	Chair of the Group Dr Wright informed the group that he is to step down as chair. Dr Lyon agreed to take on this role following his departure. Mr Duffy to write to Dr Lyon to formally welcome him as chair and thank Dr Wright.	S Duffy	31/03/2008
56	Miss Murray to request nominations from the group for a new vice chair.	C Murray	31/03/2008
57	Primary Care Audit questions. Members to draft three audit questions from 2006 and send to Dr Merchant.	All	31/03/2008
58	Dr Merchant to discuss the questions put forward with Dr Wright and to forward the final list to Miss Murray to circulate to the group.	W Merchant	08/07/2008

Date of Next Meeting(s)

Tuesday 8th July 2008 2:00 pm

Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 5th November 2008 2:00 pm

Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital