

Present:

Dr K London	Bradford Teaching Hospitals NHS Foundation Trust
Mrs C Wheelhouse	
Dr A Wright	
Ms C Smith	Calderdale and Huddersfield NHS Foundation Trust
Ms M Walker	Harrogate and District NHS Foundation Trust
Ms D Beirne	Leeds Teaching Hospitals NHS Trust
Ms M Brown	
Dr W Merchant	
Mr H Peach	
Dr F Roberts	
Dr G Stables	
Dr B Walker	
Dr C Lyon (Chair)	York Hospitals NHS Foundation Trust
Miss L Carroll	Yorkshire Cancer Network
Mr P Melling	
Mrs A Millett	

Apologies

Mr S Duffy, Ms L Green, Professor J Newton-Bishop, Ms J Reeves, Mr B Tinkler

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
15	<p>Mrs Wheelhouse asked if action number 12 Patient Held Record could be revised to say</p> <p>" Mrs Wheelhouse reported that the patient held diary was presented and agreed at the previous meeting. However following the meeting Mr Peach sent a letter saying he had some objections. Therefore at the 8th July meeting Mrs Wheelhouse reported that Mr Peach had some objections to the patient held diary in its present format as he felt that the Professor Newton-Bishop's melanoma work which includes DVD and internet links should be used as the basic format".</p> <p>The action from this was for Mrs Wheelhouse to meet with Mr Peach, Mrs Green, Mrs Millett and Mrs Archer to discuss this further.</p> <p>Other than this the Action Log from the last meeting was agreed as an accurate record.</p> <p>To update the Action Log from the last meeting.</p>	L Carroll	12/11/2008
3. Matters arising			
3.1 Nominating & agreeing Vice Chair			
Log No	Action	Lead(s)	Deadline
16	<p>As no nominations for Vice Chair have been received Dr Lyon agreed to write to individuals on the membership.</p> <p>To send Dr Lyon a list of the membership so he can write out to request nominations for Vice Chair.</p>	L Carroll/ C Lyon	12/11/2008

3. Matters arising			
3.2 Patient held records			
Log No	Action	Lead(s)	Deadline
17	<p>Mr Peach met with Mrs Wheelhouse and Mrs Millett to discuss the patient held records. The version produced by Mrs Wheelhouse has been taken through the YCN Editorial Panel for feedback. It was agreed to speak to Mrs Archer to ask if the LTHT Specialist Melanoma Service Information Pack should be taken through the YCN Editorial panel.</p> <p>Further discussions will take place at the next meeting so a decision can be made on which patient held record format should be adopted by the Network at the next NSSG.</p> <p>To speak to Mrs Archer regarding the patient held record and circulate the feedback report.</p>	A Millett, L Carroll, J Archer	Review 10/03/2009
4. Guidelines			
4.1 Draft Melanoma Guidelines/Pathway Feedback			
Log No	Action	Lead(s)	Deadline
18	<p>At the Pathway Development meeting members incorporated some elements of the YCN supportive and palliative care pathway into the clinical pathways.</p> <p>Mrs Millett ensured members had received the draft Melanoma guidelines and pathway and welcomed comments.</p> <p>To update the pathway and circulate to the group for final comments/approval.</p>	A Millett/ L Carroll	Review 10/03/2009
4.2 Draft Non-Melanoma Guidelines/Pathway			
Log No	Action	Lead(s)	Deadline
19	<p>Dr Stables briefly summarised the draft Non-Melanoma guidelines and pathway. This pathway also had elements of the YCN Supportive and Palliative Care Pathway added.</p> <p>To circulate for a 1 month consultation with the Action Log.</p>	L Carroll	12/11/2008
4.3 Organ transplant patient with suspected skin cancer pathway for adults			
Log No	Action	Lead(s)	Deadline
20	<p>To circulate the Organ transplant patient with suspected skin cancer pathway for adults for a 1 month consultation with the Action Log.</p> <p>Dr Stables agreed to send this pathway to the LTHT transplant group for comments.</p> <p>Dr Stables noted that the British Association of dermatologists and the transplant society are producing guidelines which will be attached to these as an appendix.</p>	L Carroll / G Stables	12/11/2008
5. Revised Cancer Peer Review Programme			
Log No	Action	Lead(s)	Deadline
21	<p>Ms Jane Marr, Quality Director for the North Zone Cancer Peer Review Team gave a presentation on the revised Cancer Peer Review programme.</p> <p>To circulate the presentation and Quality Measures with the Action Log.</p>	L Carroll	12/11/2008

6. Network Pathway Development , including inter Trust transfers			
Log No	Action	Lead(s)	Deadline
22	<p>The Service Improvement Leads for Calderdale & Huddersfield, Leeds Non Melanoma and York MDTs have yet to be agreed.</p> <p>Ms Walker has taken on the role of Service Improvement Lead for Harrogate and has agreed to speak to the Lead Cancer Nurse at York to ask for an update on their SIL representative.</p> <p>At the next pathway development group meeting members have agreed to look at producing a simple audit tool to enable monitoring of when holistic assessments and contact with the Key Worker occurs along the patient pathway. The group will also focus on Peer Review in particular on any measures relating to service improvement and how they will be implemented within individual Trusts.</p> <p>This group has agreed to hold future meetings at 11.00am prior to the NSSG.</p> <p>To keep members updated on the work of the pathway development group.</p>	C Wheelhouse	Ongoing
7. Skin Specialist Nursing			
Log No	Action	Lead(s)	Deadline
23	<p>The Skin Cancer Nurses group is now supported by the Network. To comply with the Quality Measure for Peer Review each MDT should have a Skin Cancer Nurse Specialist as part of their core team.</p> <p>To keep members updated on the work of the Skin Cancer Nurses Group.</p>	C Wheelhouse	Ongoing
8. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
24	<p>Mr Melling presented the latest date for the CWT targets.</p> <p>To circulate the latest data with the Action Log.</p>	L Carroll	12/11/2008
25	<p>CRS - Extended Cancer Waiting Times</p> <p>There was a discussion regarding extended CWT and Mrs Millett feedback to Mr Melling who has suggested that members contact their individual Cancer Information Manager if they have any queries regarding the collection of CWT.</p>	N/A	N/A
10. Any Other Business			
Log No	Action	Lead(s)	Deadline
27	<p>Members agreed they should hold an educational event in September 2009. Dr Lyon, Mr Peach and Dr Stables agreed to meet and draft an agenda.</p> <p>To source a date and draft a programme.</p>	L Carroll, G Stables, H Peach and C Lyon.	Review 10/03/2009
10.1 Annual Report 2006-07/Work Programme 2007-08			
Log No	Action	Lead(s)	Deadline
26	<p>To circulate the 2006-07 Annual Report and 2008 - 11 Work Programme with the Action Log for final comments.</p>	L Carroll	12/11/2008

Date of Next Meeting(s)

Tuesday 10th March 2009 2:00 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 14th July 2009 2:00 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Friday 11th September 2009 9:30 am
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Educational Event]

Tuesday 10th November 2009 2:00 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital