

**Actions of the meeting held on
Tuesday 10 March 2009, 14:00**

Yorkshire Cancer Network

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

Present:

Mrs C Wheelhouse	Bradford Teaching Hospitals NHS Foundation Trust
Dr A Wright	
Sister S Hinchcliffe	Calderdale and Huddersfield NHS Foundation Trust
Ms C Smith	
Ms M Brown	Leeds Teaching Hospitals NHS Trust
Dr M Marples	
Dr W Merchant	
Mr H Peach	
Dr G Stables	
Ms L Green	Mid Yorkshire Hospitals NHS Trust
Dr C Lyon (Chair)	York Hospitals NHS Foundation Trust
Mrs D Thomson	
Miss L Carroll	Yorkshire Cancer Network
Mr P Melling	
Mrs A Millett	
Mr B Tinkler	
Ms F Halstead	Yorkshire Cancer Research Network

Apologies

Mr S Duffy, Professor J Newton-Bishop, Dr R Strauss

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
28	The action log of the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 Vice Chair			
Log No	Action	Lead(s)	Deadline
29	As no nominations have been received for Vice Chair Dr Lyon agreed to email members to request nominations. Dr Lyon to write to members regarding becoming Vice Chair of the group.	C Lyon	24/03/2009

3. Matters arising			
3.2 Patient held records			
Log No	Action	Lead(s)	Deadline
30	<p>Mrs Wheelhouse reported that Mrs Archer had suggested that rather than taking the LTHT Specialist Melanoma Service Information Pack through the YCN Editorial Panel she would raise this with her colleagues at regional meetings for their feedback.</p> <p>It was noted that the Genomel leaflet is currently being updated.</p> <p>Members agreed that the Network diary should be A5, cover all skin cancers and in a loose ring binder.</p> <p>It was suggested that when writing to colleagues regarding Vice Chair Dr Lyon also ask members to confirm which option they would like to go with.</p> <p>Miss Carroll to circulate a option sheet for completion by members to confirm their preference.</p>	C Lyon	24/03/2009
3.3 Annual Report & Work Programme			
Log No	Action	Lead(s)	Deadline
31	<p>The Annual report and Work Programme was formally approved by the group.</p> <p>To upload the Annual Report and Work Programme to the YCN website.</p>	L Carroll	24/03/2009
3.4 Audit - Inter MDT delay			
Log No	Action	Lead(s)	Deadline
32	<p>Following a group discussion it was agreed to undertake an audit on the analysis of breaches and near breaches in comparison to those cases that haven't breached for the 31 and 62 day targets.</p> <p>Mr Melling to draft an audit proposal for the agreed Network Audit.</p>	P Melling	24/03/2009
3.5 Educational Event			
Log No	Action	Lead(s)	Deadline
33	<p>Members agreed to hold a half day educational event on Friday 11th September 2009 at the Pavilions of Harrogate, Great Yorkshire Showground.</p> <p>Topics suggested included introduction/overview of the Network; referral pathways; nursing/Key Worker; Senitel Node Biopsy; Clinical Trials and difficult cases.</p> <p>Dr Lyon, Dr Peach and Dr Stables to confirm speakers and send Miss Carroll a draft programme.</p>	C Lyon, H Peach and G Stables	01/05/2009
4. Guidelines			
4.1 Draft Melanoma Guidelines/Pathway Feedback			
Log No	Action	Lead(s)	Deadline
34	<p>No further comments have been received on the Melanoma Guidelines and clinical pathway and therefore these were formally approved by the group.</p> <p>To upload the finalised guidelines to the website and circulate with the Action Log.</p>	A Millett/L Carroll	24/03/2009

4. Guidelines			
4.2 Draft Non-Melanoma Guidelines/Pathway			
Log No	Action	Lead(s)	Deadline
35	<p>No further comments have been received on the Non-Melanoma Guidelines and clinical pathway and therefore these were formally approved by the group.</p> <p>To upload the finalised guidelines to the website and circulate with the Action Log.</p>	A Millett/ L Carroll	24/03/2009
4.3 Organ transplant patient with suspected skin cancer pathway for adults			
Log No	Action	Lead(s)	Deadline
36	<p>Dr Stables reported that the Organ Transplant pathway has received positive feedback and summarised this to the group.</p> <p>Mrs Millett to meet with the Leeds Organ Transplant Sister to incorporate the Supportive and palliative Care Elements of the pathway and then circulate the final draft guidelines for comments.</p>	A Millett	24/03/2009
5. Peer Review			
Log No	Action	Lead(s)	Deadline
37	<p>Dr Lyon gave an overview of the Network referral guidelines that the group must agree.</p> <p>Members agreed that the Network could approve the local arrangements for the referral guidelines.</p> <p>Dr Merchant agreed to look at the Pathology Guidelines, however please note that at the YCN Pathology meeting that took place on 29th January it was reported that Dr Sara Edward is now the skin cancer pathology lead at Leeds and NSSG specialist representative and will therefore be her responsibility to update the YCN Skin Cancer Pathology Guidelines.</p> <p>Dr Lyon to write to MDT Leads to request they send their referral guidelines to him for Network agreement.</p>	C Lyon	Review 14/07/2009
38	<p>Mr Tinkler tabled and summarised the Yorkshire Cancer Network Cancer Peer Review Programme for 2009-10.</p> <p>He reported that the Board has supported a proposal for a Network wide approach to internal validation based on a panel approach for MDTs and NSSGs being reviewed as part of the National Peer Review cycle.</p> <p>To register for CQUINS please go on the following website; www.cquins.nhs.uk</p> <p>To arrange a meeting with the Chair, Vice Chair, User Involvement and Patient Information Lead, Service Improvement Lead, Nursing Representative and Network representatives to discuss Peer Review.</p>	L Carroll	24/03/2009
39	<p>The Clinical Trials Peer Review measure remains the responsibility of the MDT and NSSG however the YCRN are developing a process to ensure an agreed list of trials can be established within each MDT. YCRN staff from the co-ordinating centre will be meeting with the Network MDT coordinators group in the near future to discuss a way forward.</p> <p>To Co-ordinate the compliance of this Quality Measure.</p>	YCRN/NSSG/MDT	Review 14/07/2009

Skin Group : Actions of the meeting held on Tuesday 10th March 2009 2:00pm

6. Minimum dataset			
Log No	Action	Lead(s)	Deadline
40	<p>Mr Melling explained that to comply with the Quality Measures for Peer Review the group must have an agreed minimum dataset.</p> <p>He informed the group that the dataset will consist of three sections;</p> <ol style="list-style-type: none"> 1. Going further on Cancer Waits 2. Cancer Registry Dataset 3. YCN Agreed Histopathology dataset <p>It is the responsibility of individual Trusts to ensure that the agreed minimum dataset is collected.</p> <p>Mr Melling to circulate the Cancer Registry dataset for information.</p>	P Melling	24/03/2009
7. Service Improvement			
Log No	Action	Lead(s)	Deadline
41	<p>Mrs Wheelhouse gave an update on the Service Improvement Group. It has been agreed that future meetings will merge with the nursing meetings and Service Improvement will become a standing agenda item.</p> <p>To keep members updated on Service Improvement developments.</p>	C Wheelhouse	Ongoing
8. Skin Specialist Nursing			
Log No	Action	Lead(s)	Deadline
42	To keep members updated on the work of the nurses group.	C Wheelhouse	Ongoing
9. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
43	<p>Mr Melling presented the latest CWT data.</p> <p>To keep members updated on the latest CWT data.</p>	P Melling	Ongoing
10. Any Other Business			
Log No	Action	Lead(s)	Deadline
44	Miss Carroll to circulate the email from Kathy Elliott National Lead for Prevention, Early Diagnosis and Inequalities at the National Cancer Action Team regarding Skin Cancer Prevention plans for 2009/10.	L Carroll	13/03/2009
45	<p>Ms Halstead tabled and summarised the YCRN Skin Clinical Trials Portfolio Performance report.</p> <p>Dr Marples agreed to send Miss Carroll details of two clinical Trials for circulation to the group.</p>	M Marples	24/03/2009

Date of Next Meeting(s)

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

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