

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

**Yorkshire Cancer Network**

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

**Present:**

Dr J O'Dowd	Airedale NHS Trust
Dr K London	Bradford Teaching Hospitals NHS Foundation Trust
Mrs C Wheelhouse	
Dr A Wright	
Sister S Hinchcliffe	Calderdale and Huddersfield NHS Foundation Trust
Dr B Walker	Harrogate and District NHS Foundation Trust
Ms M Walker	
Ms D Beirne	Leeds Teaching Hospitals NHS Trust
Ms M Brown	
Mr C Fenn	
Dr M Marples	
Dr G Stables	
Ms L Green	Mid Yorkshire Hospitals NHS Trust
Dr J Fear	NHS Leeds
Dr C Lyon (Chair)	York Hospitals NHS Foundation Trust
Mr S Duffy	Yorkshire Cancer Network
Mr P Melling	
Mrs A Millett	
Mr B Tinkler	
Mrs L White	

**Apologies**

Mrs P Akerman, Professor J Newton-Bishop, Mr H Peach, Ms C Smith

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
1	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
<b>3. Matters arising</b>			
<b>3.1 Vice Chair</b>			
Log No	Action	Lead(s)	Deadline
2	No nominations for Vice Chair have been received.  As G Stables has expressed an interest in becoming the next Chair of the group C Lyon agreed to ask if he will become Vice Chair.	C Lyon	10/11/2009
<b>3.2 Patient held records</b>			
Log No	Action	Lead(s)	Deadline
3	Following a group vote it has been agreed to take forward the development of the general patient held diary. This is now with medical illustrations.  Members to email L White to confirm the number of patient held diaries and ring binders their Trust would require over a two year period.	All	update 10/11/2009

**Skin Group : Actions of the meeting held on Tuesday 14th July 2009 2:00pm**

<b>4. Graeme Stable's hedgehog study</b>			
Log No	Action	Lead(s)	Deadline
4	G Stable ensured members had received the hedgehog study paper. As this has not come through the cancer research and is a commercial trial no further action was agreed.	N/A	N/A
<b>6. Educational Event</b>			
Log No	Action	Lead(s)	Deadline
5	The YCN Skin Cancer Group Educational Event will take place on Friday 2nd October 2009 at the Pavilions of Harrogate, Great Yorkshire Showground.  Members discussed and agreed topics that should be covered at the event.  To draft then circulate the programme and registration form to relevant colleagues.	L White	28/07/2009
<b>7. Peer Review</b>			
<b>7.1 Clinical Guidelines - 08-1c-110j</b>			
Log No	Action	Lead(s)	Deadline
6	The melanoma and non melanoma clinical guidelines have been agreed.  To format the clinical guidelines using the YCN template and circulate prior to upload for Peer Review.	L White	28/11/2009
<b>7.2 Agreed imaging guidelines for diagnosis and assessment of skin cancer - 08-1c-111j</b>			
Log No	Action	Lead(s)	Deadline
7	The group agreed that for patients with squamous cell carcinomas and melanoma they will refer to national guidelines for advice on what imaging they will perform.  To include this paragraph in the guidelines.	L White	29/07/2009
<b>7.3 Pathological Guidelines - 08-1c-112j</b>			
Log No	Action	Lead(s)	Deadline
8	The Pathology Guidelines (Guidelines for the Examination and Reporting of Skin cancer Specimens) produced in 2006 are to be reviewed/updated.  To contact W Merchant to see if he is updating these guidelines and to confirm the current minimum dataset that has been agreed/currently been used.	W Merchant	Review 10/11/2009
<b>7.4 Agreed Minimum Dataset</b>			
Log No	Action	Lead(s)	Deadline
9	The NSSG formally agreed the minimum dataset for skin which includes both Cancer waiting Times and the Cancer Registration Dataset.  This is available on the YCN website at the following link;  <a href="http://www.ycn.nhs.uk/html/groups/skin/mds.htm">http://www.ycn.nhs.uk/html/groups/skin/mds.htm</a>	N/A	N/A

<b>7. Peer Review</b>			
<b>7.5 Agreed Network Primary Care referral Guidelines - 08-1c-113j</b>			
Log No	Action	Lead(s)	Deadline
<b>10</b>	<p>C Lyon ensured members had received the YCN Skin Group Primary Care Referral Guidelines for Skin Cancer.</p> <p>Following a group discussion it was agreed that GPs that undertake minor surgery have to be accredited by the PCT and must submit their samples to histopathology.</p> <p>It was also acknowledged that these guidelines may have to be adapted to suit local requirements.</p> <p>Members to send L White the 2ww referral form and to confirm with their PCTs their model for the management of skin cancer in the community (Model 1, 2, 3 or no current community skin cancer service).</p>	All	Review 10/11/2009
<b>7.6 Presentation of audit results</b>			
Log No	Action	Lead(s)	Deadline
<b>11</b>	<p>MDT representatives from Leeds, Mid Yorkshire, York and Harrogate presented their results from the Audit of Breaches and "Near" Breaches for Skin Cancers in the YCN.</p> <p>It was proposed that Trust Managers should present audit results at future meetings.</p> <p>All to send audit results to Lucy White <a href="mailto:lucy.white@ycn.nhs.uk">lucy.white@ycn.nhs.uk</a> and Airedale, Bradford and Calderdale &amp; Huddersfield to present their audit results at the next meeting.</p>	Airedale, Bradford and Calderdale & Huddersfield	10/11/2009
<b>7.8 08-2j-122 patient permanent consultation record</b>			
Log No	Action	Lead(s)	Deadline
<b>12</b>	<p>Breaking Bad News Consultation</p> <p>C Wheehouse reported that patients should be offered a record of the consultation eg the clinic letter following the breaking bad news consultation. The CNS and Key Worker information should be offered at the same time.</p>	N/A	N/A
<b>8. Service Improvement</b>			
Log No	Action	Lead(s)	Deadline
<b>13</b>	<p>A Millett asked if members could confirm who their named MDT Service Improvement Lead is.</p> <p>MDT Leads to email L White who their MDT Service Improvement Lead is.</p>	MDT Leads	28/07/2009
<b>9. Skin Specialist Nursing</b>			
Log No	Action	Lead(s)	Deadline
<b>14</b>	<p>Patient Information Pathway</p> <p>It was suggested that the Patient Information pathways are kept in the patients notes. It was agreed that Trusts should decide locally how would like to implement these.</p> <p>The nurses are currently looking at the implementation of holistic care for skin cancer.</p> <p>To circulate the finalised Patient Information Pathway with the Action Log.</p>	L White	28/07/2009

<b>10. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
15	P Melling presented the latest Skin CWT data.  To keep members updated on CWT.	P Melling	Ongoing
<b>11. YCRN</b>			
Log No	Action	Lead(s)	Deadline
16	The YCRN Melanoma clinical trial portfolio performance report was tabled and discussed.  To keep members updated on the trial portfolio.	F Halstead	Ongoing
<b>12. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
17	<p>C Lyon seeked confirmation from the NSSG that Leeds are the only centre undertaking Sentinel Node Biopsies.</p> <p>A Wright said that Bradford THNHSFT had agreed, that day, to support a business case for skin sentinel node biopsy/block dissection and a Skin Specialist MDT and that there was commissioner support from Calderdale and Kirklees (Andrew hope correct precise).</p> <p>An in-depth discussion followed.</p> <p>S Duffy clarified that as stated in the Quality Measures for Peer Review only Specialist Melanoma MDTs should be undertaking Sentinel Node Biopsies as part of a trial.</p> <p>S Duffy &amp; B Tinkler confirmed they were aware that Bradford Teaching Hospitals NHS Foundation Trust have aspirations to become a Specialist MDT if they meet the IOG measures and have support from PCTs. It was their understanding that Bradford will not be taking forward proposals to be a Skin SMDT during current Peer Review as they are not compliant with the IOG in their current configuration.</p> <p>S Duffy and B Tinkler agreed to discuss this further with C Durkin.</p>	B Tinkler & S Duffy	Review

**Date of Next Meeting(s)**

Friday 2nd October 2009 9:00am  
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Educational Event]

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