

**Actions of the meeting held on
Tuesday 10 November 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
Mr S Al-Ghazal	Bradford Teaching Hospitals NHS Foundation Trust
Dr K London	
Mr D Watt	
Mrs C Wheelhouse	
Dr A Wright	
Dr H Galvin	Calderdale and Huddersfield NHS Foundation Trust
Ms S Hinchliffe	
Mr C Hutchinson	
Dr B Walker	Harrogate and District NHS Foundation Trust
Ms M Brown	Leeds Teaching Hospitals NHS Trust
A Craig	
Professor J Newton-Bishop	
Mr H Peach	
Dr B Cadman	Mid Yorkshire Hospitals NHS Trust
Ms L Green	
Dr C Lyon (Chair)	York Hospitals NHS Foundation Trust
Mr S Duffy	Yorkshire Cancer Network
Mr P Melling	
Mrs A Millett	
Mrs L White	

Apologies

Dr M Marples, Dr W Merchant, Dr F Roberts, Dr G Stables, Mr B Tinkler

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
18	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
19	H Peach has agreed to become Vice Chair. C Lyon has agreed to be Chair for three years and therefore hand over in 18 months time. C Lyon to hand over to H Peach in 18 months time.	C Lyon	Review 09/03/2010

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4. Presentation of audit results (Bradford and Calderdale)			
Log No	Action	Lead(s)	Deadline
20	<p>Breaches and Near Breaches audit</p> <p>C Hutchinson presented the audit results for Calderdale and Huddersfield NHS Foundation Trust and A Wright presented the audit results for Airedale NHS Trust and Bradford Teaching Hospitals NHS Foundation Trust.</p>	N/A	N/A
5. Transplant Patients and Skin Cancer			
Log No	Action	Lead(s)	Deadline
21	<p>C Lyon said it was his understanding that it is not necessary to have a central designated immunocompromised clinic. He explained that local peripheral hospitals should have a designated (2 slots per week) for these patients in the dermatology clinic.</p> <p>Patients who have had a skin cancer should then be followed up for life of the transplanted organ.</p> <p>A Millett to discuss this further with G Stables.</p>	A Millett	Review 09/03/2010
6. Supra Network MDT for skin lymphoma			
Log No	Action	Lead(s)	Deadline
22	<p>S Duffy informed members that a Supranetwork Skin Lymphoma MDT is to be established at Leeds Teaching Hospitals NHS Trust (LTHT) for Humber and Yorkshire Coast Cancer Network, North Trent Cancer Network and Yorkshire Cancer Network.</p> <p>The Supranetwork MDT (with a following Out Patient clinic) will take place monthly. It is anticipated the first MDT will take place early 2010.</p> <p>A Tri- Network meeting took place on the 12th October with clinical/managerial representatives from HYCCN, YCN & NTCN. At the meeting it was confirmed that NTCN would like to join YCN and HYCCN to form a Supranetwork Skin Lymphoma MDT. The purpose of the meeting was to review IOG requirements, agree the pathway, discuss commissioning arrangements and establish an action plan for implementation of the MDT.</p> <p>S Duffy explained that there are still two positions that would need to be filled and expressions of interest to be a core member of the Supranetwork skin lymphoma MDT will be circulated by the YCN for:</p> <ul style="list-style-type: none"> • a Dermatologist who is a core member of a Specialist Skin Cancer MDT • a Dermatopathologist with expertise in cutaneous lymphoma <p>To keep members updated on the Supra Network MDT for Skin Lymphoma.</p>	YCN Team	Update 09/03/2010
7. Educational Event			
Log No	Action	Lead(s)	Deadline
23	<p>The YCN Skin Cancer Educational Event is scheduled to take place on the afternoon of Friday 5th February 2010.</p> <p>As this event can only go ahead with a minimum of 60 attendees, members were encouraged to register early.</p> <p>To register for the YCN Skin Cancer Educational Event.</p>	All	05/02/2010

8. Peer Review			
8.1 Update from internal validation			
Log No	Action	Lead(s)	Deadline
24	<p>Those Trusts that have undergone Peer Review internal validation shared their experience with the group.</p> <p>C Lyon reported that Scarborough was going to be reviewed with York as part of the YCN. It was questioned if it would have been more appropriate to review as a separate service as part of the HYCCN.</p> <p>S Duffy agreed to discuss this further with the HYCCN Team.</p>	S Duffy	Review 09/03/2010
8.3 Pathology Guidelines			
Log No	Action	Lead(s)	Deadline
25	<p>L White reported that W Merchant had agreed to review the YCN Pathology Guidelines for Skin.</p> <p>It was noted that the pathology guidelines should also include a statement naming the Lead Pathologist.</p> <p>LTHT informed members that the LTHT pathology SOP for non melanoma and melanoma skin cancer in now finalised.</p> <p>C Lyon to contact W Merchant to clarify when the YCN Pathology Guidelines will be reviewed.</p> <p>H Peach to send Leeds Pathology SOP to C.Lyon for information.</p>	C Lyon	Review 09/03/2010
8.4 Clinical Guidelines			
Log No	Action	Lead(s)	Deadline
26	<p>Final comments were made to the clinical guidelines. Members formally approved the guidelines following amendments.</p> <p>To make the agreed changes to the guidelines and circulate with the Action Log.</p>	A Millett	24/11/2009
8.5 Arrangements for skin cancer in specific anatomical sites			
Log No	Action	Lead(s)	Deadline
27	<p>The arrangements for skin cancer in specific anatomical sites were formally approved following the suggested changes.</p> <p>To make the final changes to the document and circulate the agreed version.</p>	A Millett and L White	24/11/2009
8.6 Primary Care Referral Guidelines including Community Skin Cancer Models			
Log No	Action	Lead(s)	Deadline
28	<p>The Primary Care Referral Guidelines including Community Skin Cancer Models were formally approved following the suggested amendments.</p> <p>To make the agreed changes to the document and circulate the final version with the Action Log.</p>	A Millett and L White	24/11/2009

8. Peer Review			
8.7 GPwSI to be identified as a core member of NSSG			
Log No	Action	Lead(s)	Deadline
29	<p>It was highlighted that to be compliant for Peer Review the NSSG core membership should include a GPwSI in skin cancer practising in the community.</p> <p>A Wright agreed to circulate the Educational Event details and request for a volunteer to represent GPwSI on the NSSG to the GPwSI in his area.</p> <p>L White to email A Wright and C Lyon to ask them to send out a request for volunteers to take on this role.</p>	L White	11/11/2009
9. Skin Specialist Nursing			
Log No	Action	Lead(s)	Deadline
30	<p>The YCN Skin Nurses are currently working on a holistic care assessment that is to be formally agreed in January 2010.</p> <p>To keep members updated on the work of the nurses group.</p>	C Wheelhouse	09/03/2010
10. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
31	<p>P Melling gave an update on the latest CWT time data for skin cancer.</p> <p>To keep members updated on the CWT data.</p>	P Melling	09/03/2010
11. YCRN update			
Log No	Action	Lead(s)	Deadline
32	<p>L White ensured members had received the Yorkshire Cancer Research Network Skin/Melanoma Clinical Trials Portfolio Performance Report that was circulated with the agenda.</p> <p>To keep members updated on the YCRN trials portfolio performance report.</p>	YCRN	09/03/2010
12. Any Other Business			
Log No	Action	Lead(s)	Deadline
33	<p>► Senitel Node Biopsy</p> <p>A group discussion regarding having split sites (LTHT and Bradford) for performing block dissections and sentinel node biopsy took place. D Walton and C Lyon said it was their understanding that this arrangement would be acceptable if the clinicians performing SNB were members of the same Specialist MDT.</p> <p>S Duffy confirmed that the CAT and Peer Review North Zone Team have confirmed that for the YCN to be compliant nodal dissections can only be undertaken at one site (Leeds). Sentinel Node Biopsy can only be undertaken as part of research.</p>	C Lyon	Review 09/03/2010

12. Any Other Business			
Log No	Action	Lead(s)	Deadline
34	<p>Service User Representative</p> <p>L White highlighted that although there is Service User representatives on the membership they are not always able to attend. It was proposed that the members encourage another Service User to join.</p> <p>C Wheelhouse asked L White to send her an email request and she will ask the Bradford Service User Group on the 1st December.</p> <p>S Hinchliffe said she would send the request to the Cancer Connections Group who are meeting in C&H on 20th November.</p> <p>To email C Wheelhouse and S Hinchliffe the request for a Service User on the YCN Skin Group.</p>	L White	Review 09/11/2009

Date of Next Meeting(s)

Friday 5th February 2010 1:00pm
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Educational Event]

Tuesday 9th March 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 6th July 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 9th November 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital