

**Actions of the meeting held on  
Thursday 17 November 2011, 14:00**

**Yorkshire Cancer Network**

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

**Present:**

Dr S Gazeley	Bingley & North CCG
Mr S Al-Ghazal	Bradford Teaching Hospitals NHS Foundation Trust
Dr K London	
Mr A Mason	
Ms 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
Dr W Hussain	Leeds Teaching Hospitals NHS Trust
Mr H Peach	
Dr R Sabroe	Mid Yorkshire Hospitals NHS Trust
Mrs P Akerman	User Partnership Group
Dr C Lyon (Chair)	York Teaching Hospital NHS Foundation Trust
Ms L Skelton	
Mr P Melling	Yorkshire Cancer Network
Mrs A Millett	
Mrs L White	

**Apologies**

Ms E Chambers, Ms C Foster, Ms L Green, Dr M Marples, Dr A Mitra, Dr G Stables

<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 Educational Event?</b>			
Log No	Action	Lead(s)	Deadline
2	<p>The group agreed that they should hold another YCN and University of Bradford GPwSI in Skin Lesion Minor Surgery Event in April / May 2012.</p> <p>It was suggested that the event could be opened to other Networks and junior registrars.</p> <p>The following topics were proposed;</p> <p>Practical session Tele-dermatology Dermoscopy</p> <p>A Wright, C Lyon and L White to draft a programme and organise the event for April / May 2012.</p>	A Wright, C Lyon and L White	17/12/2011

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<b>3. Matters arising</b>			
<b>3.2 Vice Chair</b>			
Log No	Action	Lead(s)	Deadline
3	C Lyon agreed to formally hand over the role as Chair to H Peach at the next meeting.  C Lyon will take on the role of Vice Chair until a new vice Chair is appointed.	N/A	N/A
<b>3.3 Pathology form update</b>			
Log No	Action	Lead(s)	Deadline
4	J Newton-Bishop has produced a Specimen Request form for LTHT. The group agreed that it would be helpful if this could be shared across the Network.  J Newton-Bishop to send L white the request form for circulation to the group.	J Newton-Bishop	17/12/2011
<b>4. GPwSI</b>			
<b>4.1 New member introduction - Dr Simon Gazeley</b>			
Log No	Action	Lead(s)	Deadline
5	Dr Simon Gazeley from Canalside Healthcare Centre, Bingley was introduced and welcomed as the GPwSI representative on the group.	N/A	N/A
<b>4.2 GPwSI email group</b>			
Log No	Action	Lead(s)	Deadline
6	Members were encouraged to check the GPwSI membership list and inform L White of any amendments to be made.  Members agreed to also inform L White of those GPs who perform skin surgery on low risk BCC within the framework of a Direct Enhanced Service (DES) or Locally Enhanced Service (LES).  To email L White with any updates.	All	17/11/2011
<b>5. Charging for second opinions - Service Level Agreement</b>			
Log No	Action	Lead(s)	Deadline
7	To discuss further at next meeting.	W Merchant	24/01/2012
<b>6. Audit - Melanoma Results</b>			
Log No	Action	Lead(s)	Deadline
8	P Melling presented the results from the 2011 Melanoma audit.  A group discussion followed regarding AJCC staging with 1B including melanomas that have mitosis that are 1 per MM2 or greater.  The group agreed that the pathology should be sent for review to the central MDT for those melanomas that are <.75 with ulcerations and Clarks level 4 and regression.  To circulate the audit presentation with the Action Log.	L White	17/12/2011

<b>7. Guidelines</b>			
<b>7.2 Primary Care guidelines - to be updated</b>			
Log No	Action	Lead(s)	Deadline
9	<p>A Millett informed the group that the Primary Care Referral Guidelines for Skin Cancer have been updated.</p> <p>It was suggested that a definition of DES and LES should be added. Also clarity on which low grade tumours each practitioner i.e. GPwSI or DES/LES).</p> <p>To update guidelines and circulate with the Action Log.</p>	A Millett / L White	17/12/2011
<b>8. NSSG agreed datasets</b>			
Log No	Action	Lead(s)	Deadline
10	<p>The group agreed that the CWT dataset and Cancer Registry Dataset will continue to be the NSSG agreed dataset for the Skin Group.</p> <p>P Melling informed the group that later next year the Cancer Outcomes Services Dataset will be rolled out.</p>	N/A	N/A
<b>9. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
11	<p>P Melling presented the latest CWT data.</p> <p>To circulate this data with the Action Log.</p>	L White	17/12/2011
<b>10. Skin Specialist Nursing</b>			
Log No	Action	Lead(s)	Deadline
12	<p>C Wheelhouse informed members of the work being undertaken by the nurses group.</p> <p>C Wheelhouse and S Hinchliffe have been working on the YCN Specialist Advanced Practice Nursing Pathway. Nurses have been asked to submit the advanced practices that are being undertaken within their Trust to be added as an appendix.</p> <p>The YCN Distress Thermometer (psychological assessment tool) has been agreed. The nurses are looking at adapting this so it is skin specific.</p> <p>Due to limited funding the patient information (skin diary) will now be made available electronically as separate leaflets on the YCN website.</p> <p>One of the main focuses for 2012 will be on survivorship and follow-up. L Cooper and A Glaser have offered to attend the next Skin NSSG meeting to provide a YCN/national overview.</p> <p>To invite A Glaser and L Cooper to the next YCN Skin cancer meeting.</p>	L White	17/12/2011

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<b>11. Service Improvement</b>			
Log No	Action	Lead(s)	Deadline
13	<p>C Wheelhouse informed the group that she will be standing down as YCN Skin Cancer Service Improvement Lead from March 2012.</p> <p>S Hinchliffe agreed to take on this role with support from C Wheelhouse.</p>	N/A	N/A
<b>12. Electronic Tertiary Referrals</b>			
Log No	Action	Lead(s)	Deadline
14	<p>P Melling informed the group that the YCN Board have asked for the development of a single electronic referral process to replace the multiple alerts &amp; referral formats which were muddying the handover process and creating delays for inter provider transfers. The plan is to base a new system on the PPM platform. Access to PPM, training of secretaries/admin etc. will all be part of the implementation of the new system.</p> <p>H Peach agreed to help draft the minimum data required for a patient transferring from a local Skin MDT to a Specialist Skin MDT.</p> <p>P Melling and A Millett to contact H Peach to discuss this further.</p>	P Melling and A Millett	17/11/2011
<b>14. Peer Review</b>			
Log No	Action	Lead(s)	Deadline
15	To circulate the Peer Review time table and completed self assessment form with the Action Log.	L White	17/12/2011
<b>15. YCRN</b>			
Log No	Action	Lead(s)	Deadline
16	<p>The YCN Skin / Melanoma Clinical Trials Portfolio Performance report was tabled.</p> <p>Members were asked to send any comments / queries to E Chambers</p>	All	17/12/2011
<b>16. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
17	<p>The group asked if the meeting dates for 2012 could be on a Tues, Wed or Thursday.</p> <p>L White to circulate the 2012 meeting dates.</p>	L White	17/12/2012

**Date of Next Meeting(s)**

Tuesday 24th January 2012 2:00pm

Seminar Room 1, Education Training and Development Centre, St James's University Hospital,  
Beckett Street, Leeds, LS9 7TF

Wednesday 25th April 2012 2:00pm

Seminar Room 1, Education Training and Development Centre, St James's University Hospital,  
Beckett Street, Leeds, LS9 7TF

Thursday 12th July 2012 2:00pm

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

Wednesday 24th October 2012 2:00pm

Mandatory Room 1, Education, Training and Development Centre, St James's University  
Hospital