

**Actions of the meeting held on
Wednesday 11 June 2008, 09:30**

Yorkshire Cancer Network

Beech Room, Weetwood Hall, Leeds

Present:

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| Mrs C Wheelhouse (Chair) | Bradford Teaching Hospitals NHS Foundation Trust |
| Sister S Hinchcliffe | Calderdale and Huddersfield NHS Foundation Trust |
| Ms M Walker | Harrogate and District NHS Foundation Trust |
| Ms J Reeves | Leeds PCT |
| Ms M Brown | Leeds Teaching Hospitals NHS Trust |
| Ms D Norman | |
| Ms D Preston | |
| Ms L Green | Mid Yorkshire Hospitals NHS Trust |
| Mrs C Ferguson | Yorkshire Cancer Network |
| Mrs A Millett | |

Apologies

Ms D Beirne, Dr A Layton, Dr C Lyon, Dr A Wright

| 1. Welcome | | | |
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| Log No | Action | Lead(s) | Deadline |
| 1 | Catherine Wheelhouse welcomed all to the meeting. The minutes of the previous Skin Cancer Pathway Development Group were agreed. | C Wheelhouse | N/A |
| 2. Service Improvement Lead Role | | | |
| Log No | Action | Lead(s) | Deadline |
| 2 | The MDT Service Improvement Lead Role description had previously been circulated to the group for discussion with their MDT team. The MDT SIL role description was slightly amended and then agreed by the group A Millett to circulate the updated MDT SIL role description to the Group. | C Wheelhouse | 30/07/2008 |
| 2.1 Agreement of Service Improvement Lead roles and feedback from each MDT | | | |
| Log No | Action | Lead(s) | Deadline |
| 3 | The group shared the names of the nominated MDT Service Improvement Leads, which are as follows: Bradford - Catherine Wheelhouse Calderdale & Huddersfield - (to be agreed) Harrogate - Marie Walker (until the new CNS is appointed) Leeds Specialist Melanoma - Margaret Brown Leeds Non Melanoma (to be agreed) Mid Yorkshire Trust - Lesley Green York (no representative at the meeting) Where the MDT Service Improvement Lead Role has not been agreed, the representatives agreed to discuss this again with their relevant MDT teams. The group to be updated at the next meeting in November. | All | 05/11/2008 |

| 3. Peer Review Update | | | |
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| Log No | Action | Lead(s) | Deadline |
| 4 | <p>A Millett mentioned that the final Peer Review Measures had not been produced yet but were expected shortly.</p> <p>A Millett also informed the group that a 'New National Cancer Peer Review Programme' meeting had taken place on the 10th June at Cedar Court Hotel, Wakefield.</p> <p>The meeting had been organised to present the proposed new Peer Review self assessment process.</p> <p>Ms Reeves informed the group that she had attended the meeting and gave a brief summary of the discussions held.</p> <p>Final details for the Skin Cancer Peer Review are still awaited. It was also noted that the recruitment process for reviewers for the Skin Cancer Peer Review had not yet taken place.</p> <p>A Millett to email document 'Consultation on New National Peer Review Programme' June 2008 to the group for information</p> | A Millett | 25/06/2008 |
| 4. Draft Service Improvement Programme | | | |
| Log No | Action | Lead(s) | Deadline |
| 5 | <p>The draft Service Improvement Programme was discussed and agreed as follows:</p> <p>a) Agreement of MDT Service Improvement Lead Roles b) Development of Network Pathways c) Development of Quality Measures d) Links with Patient and User Involvement in relation to service improvement established</p> <p>As part of the development of network pathways the group briefly discussed the current follow up arrangements for skin cancer patients.</p> <p>Mrs Ferguson indicated that a work stream looking at follow up arrangements in secondary care has been established as part of the national cancer agenda. Therefore any work done in this area would be very useful.</p> <p>A discussion followed covering Consultant Led F/U clinics, Nurse Led F/U clinics, patient support, education, recurrence etc.</p> <p>The group agreed to discuss their Trust's follow up regimes at the next meeting in September and examples could be brought to the meeting to aid discussions.</p> <p>A Millett to include the Service Improvement Programme into the Skin NSSG Work Programme for 2008 - 20011</p> | C Wheelhouse | 05/1102008 |

| 4. Draft Service Improvement Programme | | | |
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| 4.2 Development of Network Pathways | | | |
| Log No | Action | Lead(s) | Deadline |
| 6 | <p>A Millett circulated the Yorkshire Cancer Network Organ Transplant Patient with suspected Skin Cancer Pathway for Adults, as an example of the new format that is being used for network pathway.</p> <p>The new format (using visio software) was agreed as a clear and useful format for all the skin cancer pathways.</p> <p>The following Network pathways: Melanoma and Referral to TYAS with skin cancer to be transferred into the new format and emailed to the Group</p> <p>Mrs Ferguson discussed the rationale behind developing the Network pathways and quality criteria.</p> <p>Mrs Ferguson also discussed the 'Governance in the YCN' paper that had been presented to the YCN Management Board in April 2008, which referred to the development of Network 'Timed' Pathways.</p> <p>A Millett to circulate the 'Governance in the YCN: Standard Operating Procedure for an Effective Delivery of Cancer Services v2' to the group for their information.</p> | A Millett | 31/07/2008 |
| 4.3 Development of Quality Measures | | | |
| Log No | Action | Lead(s) | Deadline |
| 7 | <p>The development of quality criteria was discussed and it was agreed that the following suggested areas should be considered by the Skin NSSG:</p> <p>Patient experience of pre-referral to diagnostic as part of the YCN network questionnaire (being developed)</p> <p>% patients discussed at IOG compliant MDT with a treatment plan decision</p> <p>Tumour specific e.g. length of stay. Admissions etc (to be agreed)</p> <p>100% of patients submitted to the Cancer Registry Data Set & outcomes audited</p> <p>Patient experience of the pathway collected including follow up discussions as part of the YCN Network questionnaire (being developed)</p> <p>Quality criteria to be discussed at the next Skin NSSG.</p> <p>Progress with Quality Criteria to be discussed at the next Pathway Development Group meeting in November.</p> | C Wheelhouse | 05/11/2008 |

| 4. Draft Service Improvement Programme | | | |
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| 4.4 Links with Patient and User Involvement | | | |
| Log No | Action | Lead(s) | Deadline |
| 8 | <p>Colin Sloane the YCN User Facilitator had asked A Millett to circulate the Network Site Specific Group (NSSG) User Involvement and Patient Information Lead Role Description.</p> <p>The group discussed the above role. The role is vacant at the moment in the Skin NSSG (Catherine Wheelhouse has agreed to cover this role until someone else is appointed). If anyone is interested in the post could they email Colin Sloane at colin.sloane@ycn.nhs.uk</p> <p>The group also discussed Patient Information Pathways, which need to be developed for Skin Cancer in conjunction with Jane Archer.</p> <p>Catherine Wheelhouse to contact Jane Archer (YCN Patient Information and Support Manager) on behalf of the group regarding the patient information pathways.</p> | C Wheelhouse | 05/11/2008 |
| 5. Planning for the Service Improvement Training Workshop | | | |
| Log No | Action | Lead(s) | Deadline |
| 9 | <p>A Millett reported that 12 people had expressed an interest in attending a Service Improvement Training Workshop.</p> <p>The group suggested that the half day workshop should be held at the end of September or beginning of October 2008.</p> <p>The date/content of the workshop to be organised</p> <p>NB. The date of the Workshop has now been finalised as Tuesday 21st October 9.15 to 12.30 with lunch provided, at St Gemma's Hospice in Leeds.</p> | A Millett | 30/07/08 |
| 7. Date for Next Meeting | | | |
| Log No | Action | Lead(s) | Deadline |
| 10 | <p>The date for the next Skin Cancer Pathway Development Group Meeting is 9.15am Wednesday 5th November 2008</p> <p>The meeting will be held at Level 7, Bexley Wing, SJUH and an agenda will be circulated prior to the meeting.</p> | A Millett | 30/07/2008 |

Date of Next Meeting(s)

Tuesday 21st October 2008 9:00 am
St Gemma's Hospice [Workshop]

Wednesday 5th November 2008 9:15 am
Seminar Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital