

Skin Cancer Service Improvement Lead



Actions of the meeting held on
Wednesday 05 November 2008, 09:15

Yorkshire Cancer Network

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

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

Apologies

Mrs C Ferguson

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
11	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 Service Improvement Lead - Leeds Non-Melanoma and York			
Log No	Action	Lead(s)	Deadline
12	The Service Improvement Leads for Calderdale & Huddersfield, Leeds Non Melanoma and York MDTs have yet to be agreed. Ms Walker has taken on the role of Service Improvement Lead for Harrogate. The group reviewed the Skin Cancer MDT Service Improvement Lead roles and responsibilities and agreed amendments. To make the agreed changes to the roles and responsibilities and circulate the final version with the Action Log.	A Millett	12/11/2008
13	Ms Preston agreed to speak to Mr Stables regarding the SIL for Leeds and clarify that her attendance at the meetings is for information only rather than as a SIL representative.	D Preston	Review 10/03/2008
14	Ms Walker to speak to the Lead Cancer Nurse at York to ask for an update on their SIL representative.	M Walker	Review 10/03/2008

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4. Peer Review			
Log No	Action	Lead(s)	Deadline
15	<p>Mrs Millett summarised the new process for Cancer Peer Review. She informed that a representative from the Peer Review Team was attending the Skin NSSG meeting that afternoon to present and members were welcome to attend.</p> <p>Miss Carroll to circulate the email providing a briefing on the new Peer Review Programme.</p>	L Carroll	12/11/2008
16	<p>Miss Carroll to circulate the Peer Review presentation Mrs Jane Marr, Quality Director of the North Zone Peer Review Team delivered to the NSSG group.</p>	L Carroll	12/11/2008
17	<p>Members agreed to focus on Peer Review at the next meeting in particular on any measures relating to Service Improvement and discuss the work that will have to be undertaken within individual Trusts.</p>	All	10/03/2008
5. Trusts Follow-up regimes			
Log No	Action	Lead(s)	Deadline
18	<p>Ms Millett informed members that inline with the Cancer Reform Strategy the approached to follow-up care nationally are being reviewed. It would be useful if the clinical pathways could be extended to include follow-up stages.</p> <p>Mrs Millett agreed to circulate a presentation on follow-up that had been delivered at a national meeting she had attended.</p>	A Millett	12/11/2008
19	<p>Mrs Millett to map what follow-up is being undertaken across the Network and see if any different approaches to follow-up eg telephone follow-up, nurse led follow-up is taking place anywhere across the country.</p> <p>Mrs Millett to circulate a return proforma with the Action Log to identify what follow-up is being undertaken across the Network.</p>	A Millett	12/11/2008
6. Development of Network Pathways			
6.1 Inclusion of Supportive and Palliative Care Elements			
Log No	Action	Lead(s)	Deadline
20	<p>Members discussed the inclusion of the supportive and palliative care elements into the clinical pathways.</p> <p>It was agreed that the holistic assessment and Key Worker elements were areas that would need to be audited before they could be added to the pathways.</p> <p>It was suggested that there should be only one skin cancer information pathway which would cover both Melanoma and Non-melanoma cancers.</p> <p>To circulate the updated clinical pathways and patient information pathway for comments.</p>	A Millett & L Carroll	12/11/2008
21	<p>To circulate the Supportive & Palliative Care pathway with the Action Log.</p>	L Carroll	12/11/2008

8. Service Improvement Training Workshop - discussion			
Log No	Action	Lead(s)	Deadline
22	<p>Mrs Millett informed members that the Service Improvement Training Workshop scheduled to take place on Tuesday 21st October was cancelled as not enough people had confirmed their attendance.</p> <p>A group discussion followed regarding the possibility of undertaking this training within the Trusts. It was reported that LTHT, C&H and Airedale have their own training courses however members present were not sure if other Trusts could access these.</p> <p>Mrs Millett agreed to keep members informed on any national training that becomes available.</p> <p>All SIL to send information to Miss Carroll what training is available within their Trust and whether other Trusts can access it.</p>	ALL SIL	01/12/2008
9. Future Meeting Dates			
Log No	Action	Lead(s)	Deadline
23	<p>Members agreed to take work forward on the production of a simple audit tool for the Holistic assessment and Key Worker elements at the next meeting.</p> <p>It was agreed that meeting should take place on the same day as the NSSG at 11.00am.</p> <p>Miss Carroll to circulate future meeting dates with the Action Log.</p>	L Carroll	12/11/2008

Date of Next Meeting(s)

Tuesday 10th March 2009 11:00am
 Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital