

Actions of the meeting held on  
Tuesday 10 March 2009, 11:00

Yorkshire Cancer Network

Seminar Room 2, 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 Brown	Leeds Teaching Hospitals NHS Trust
Ms A Craig	
Mrs D Thomson	York Hospitals NHS Foundation Trust
Mrs A Millett	Yorkshire Cancer Network

**Apologies**

Ms L Green, Ms M Walker, Dr A Wright

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
24	The Action Log of the last meeting was agreed as an accurate record.	N/A	N/A
<b>3. Matters arising</b>			
<b>3.1 Service Improvement Lead - Leeds Non-Melanoma and York</b>			
Log No	Action	Lead(s)	Deadline
25	Although there is now representation at the meetings for York and Leeds Non-Melanoma there is not a nominated Service Improvement Leads for these MDTs.  To keep the NSSG informed of any progress.	All	14/07/2009
<b>3.2 Service Improvement Training</b>			
Log No	Action	Lead(s)	Deadline
26	The group discussed Service Improvement training and it was felt that the majority of people have access to training within their own Trust. Members were informed that they could contact the YCN Service Improvement Team for any particular issues.	N/A	N/A
<b>5. Follow-up questionnaires - feedback</b>			
Log No	Action	Lead(s)	Deadline
27	Angela Millett tabled and summarised the results of the YCN Skin Cancer Service Follow-up Models. Responses from all Trusts had been received with exception to Harrogate. (Since the meeting Harrogate have submitted their response).  Following a group discussion Deborah Thomson informed the group of the protocol used in York to inform patients of their benign lesion.  Deborah Thomson to email the protocol to Lucy Carroll for circulation with the Action Log.	D Thomson	Review 14/07/2009
28	Lucy Carroll to circulate the questionnaire results with the Action Log.	L Carroll	14/07/2009

<b>6. Pathway Development - feedback</b>			
Log No	Action	Lead(s)	Deadline
<b>29</b>	<p>Members reviewed the skin cancer patient information pathway and suggested amendments. Members asked if Jane Archer could be invited to the June meeting.</p> <p>(Following the meeting Jane has said that the patient information pathways must be finalised prior to June 09)</p> <p>Jane Archer to update the information pathway and circulate with the Action Log for comments by 9th April 2009.</p>	All	09/04/2009
<b>6.1 Audit of Holistic assessment and Key Worker for pathways</b>			
Log No	Action	Lead(s)	Deadline
<b>30</b>	<p>Following a discussion regarding the Key Worker &amp; Holistic Assessment it was agreed that the YCN Nurses Group would discuss this and agree a way forward.</p> <p>To put on the next nurses agenda.</p>	L Carroll	10/06/2009
<b>7. Patient information diary - feedback</b>			
Log No	Action	Lead(s)	Deadline
<b>31</b>	<p>The Patient Information Diary was discussed. Catherine Wheelhouse agreed to update the NSSG at the following meeting.</p> <p>Please refer to NSSG Action Log for update.</p>	All	Review 14/07/2009
<b>8. Date of Next Meeting(s)</b>			
Log No	Action	Lead(s)	Deadline
<b>32</b>	<p>It was agreed to merge the Service Improvement meetings with the Nurses group. Service Improvement will be a standing item on the nurses agenda.</p> <p>Catherine Wheelhouse to update the NSSG on Service Improvement issues.</p>	C Wheelhouse	10/03/2009

**Date of Next Meeting**

To be scheduled