

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

Yorkshire Cancer Network

Dermatology Department, Huddersfield Royal Infirmary

Present:

Mrs C Wheelhouse	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 L Green	Mid Yorkshire Hospitals NHS Trust

Apologies

Ms M Brown

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
13	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
14	C Wheelhouse apologised for the confusion regarding the start time of the meeting.	N/A	N/A
3.1 ToR			
Log No	Action	Lead(s)	Deadline
15	L Wood informed the group that she had sent the Terms of Reference to the Network, however these have not been uploaded to the website as of yet. L Carroll to liaise with L Green and upload Terms of Reference when appropriate.	L Carroll	13.03.09
4. National Clinical Nurse Specialist Skin Cancer Group			
Log No	Action	Lead(s)	Deadline
16	C Wheelhouse informed the Group that she has been in contact with Sheena Dryden, secretary of the National Group and asked for M Brown and L Green to be included in any correspondence from the British Association of Skin Cancer Nurse Specialists.	N/A	N/A
5. Work Programme			
Log No	Action	Lead(s)	Deadline
17	To be discussed at the next meeting. L Carroll to add to next meeting agenda.	L Carroll	10.06.09

6. Any Other Business			
Log No	Action	Lead(s)	Deadline
18	<p>► Practice Shared</p> <p>M Brown was unable to email her treatment plan to C Wheelhouse due to technical difficulties.</p> <p>After further discussion the Group decided to commence a piece of work on identifying a skin cancer holistic assessment tool inline with improving supporting and palliative care for adults with cancer guidelines.</p> <p>It was agreed that the Group would evidence the work through the following heading as from today's meeting as follows:</p> <ul style="list-style-type: none"> • Bradford and Huddersfield Pathways - C Wheelhouse and S Hinchliffe • LG MDT document - S Hinchliffe • Consultation document - L Green • Skin Cancer Measures Audit document - L Green <p>M Brown to email C Wheelhouse with treatment plan.</p>	M Brown/ All	Ongoing
19	<p>► Practise Shared</p> <p>C Wheelhouse requested that all members of the Group bring documents to support the holistic assessment tool development to the next meeting.</p> <p>All members of the Group to bring documents to support the holistic assessment tool development to the next meeting.</p>	All	10.06.09
20	S Hinchliffe to contact Lead Oncology Nurse at Huddersfield regarding Holistic Assessment tool and report back at next meeting.	S Hinchliffe	10.06.09
21	C Wheelhouse to contact Exeter regarding their Holistic Assessment tool and report back at the next meeting.	C Wheelhouse	10.06.09
22	C Wheelhouse to invite Jane Archer to the Skin Service Improvement meeting re: Patient Information on Tuesday 10th March 2009 in Seminar Room, Cookridge Suit, Level 7, Bexley Wing, SJUH 11am start.	C Wheelhouse	27.02.09
23	C Wheelhouse to meet with Jane Archer prior to the next meeting to discuss the Patient Diary.	C Wheelhouse	10.06.09
24	<p>► Development ongoing as follows:</p> <ul style="list-style-type: none"> • Holistic assessment skin cancer tool. • Pathways including written information pathway. 	N/A	N/A
25	M Walker to send directions for the next meeting to the Group.	M Walker	01.06.09

Date of Next Meeting(s)

Wednesday 10th June 2009 10:00am
Harrogate