

Present:

Mr I Hutchinson	Airedale NHS Trust
Dr R Pope	
Mr R Longbottom	Bradford and Airedale Teaching PCT
Mr C Bem	Bradford Teaching Hospitals NHS Foundation Trust
Dr E Loney	
Mr I Smith	
Mr S Sood	
Ms P Middlebrook	Harrogate and District NHS Foundation Trust
Ms E Dyer	Leeds Teaching Hospitals NHS Trust
Dr G Gerrard	
Mr M Lansdown	
Professor K MacLennan	
Mr Z Makura	
Dr R Murray	
Ms J Myers	
Mr J Frewer	Mid Yorkshire Hospitals NHS Trust
Dr P Maheswaran	York Hospitals NHS Trust
Mr A Nicolaides	
Miss L Carroll	Yorkshire Cancer Network
Mr S Duffy	
Mr G Hughes	
Ms F Stephenson	
Mr B Tinkler	

1. Apologies

Mr M Aldoori, Dr A Anthoney, Dr A Clark, Ms B Davis, Mr G Dyke, Mr D Martin-Hirsch, Mr P Melling, Mr S Nicholson, Ms C Rock, Mrs H Ryan, Dr A Scarsbrook

3. Future Service Model			
Log No	Action	Lead(s)	Deadline
1	To contact the Consultant ENT/General Surgeon at each Trust to request numbers of surgical thyroid cases per year. This will help facilitate discussions to determine which sites will perform surgery.	H Ryan and Trust representative	28/02/2007
2	To inform Mrs Ryan the number of surgical thyroid cases per year for each Trust. It would be helpful if sub-totals by individual consultant anonymised could also be provided.	Trust representative	28/02/2007
3	To work on a model with two Specialist MDTs (Leeds and York). To continue to send the Bradford and Mid Yorkshire thyroid cases to the Leeds MDT. Airedale cases to go to Leeds via Bradford. York to continue to hold a separate MDT with a video link to Leeds.	All	Review 23/05/2007

Thyroid Group : Actions of the meeting held on Wednesday 7th February 2007 2:30 pm

3.1. Role & Membership of MDT			
Log No	Action	Lead(s)	Deadline
4	To confirm the agreement to send Calderdale and Huddersfield NHS Foundation Trust Thyroid cancers to the Leeds MDT and for Dr D Martin-Hirsch to attend the Leeds MDT (when C&H cases are being discussed).	D Martin-Hirsch	Review 23/05/2007
5	To add H Hutchinson to the circulation list to receive the minutes of the Leeds MDT.	E Dyer	28/02/2007
6	Harrogate surgeons to confirm their MDT arrangements	Harrogate	Review 23/05/2007
7	Mr. Melling to present the YCN Event Server at the next meeting taking place on 23rd May 2007.	P Melling	23/05/2007
3.2. Patient Pathway			
Log No	Action	Lead(s)	Deadline
8	To establish a multi disciplinary group to take forward work on defining the patient pathway. Volunteers at the meeting to join this group were C Bem, G Gerrard, G Hughes, A Nicolaides, M Lansdown and B Murray.	C Bem, G Gerrard, G Hughes, A Nicolaides, M Lansdown and B Murray.	Review 23/05/2007
4.1. Terms of Reference			
Log No	Action	Lead(s)	Deadline
9	To circulate the draft ToR to the group for comments.	H Ryan	28/02/2007
4.2. Membership			
Log No	Action	Lead(s)	Deadline
10	The membership of the group should be inclusive. Nominations for Chair and Vice Chair to be sent to H Ryan.	All	Review 23/05/2007
11	G Gerrard volunteered to be the Service Improvement Lead for the Group. H Ryan to update the membership.	H Ryan	28/02/2007
12	Nominations for YCN User Involvement and Patient Information Lead to be sent to H Ryan.	All	Review 23/05/2007
13	To ask the British Thyroid Association for a representative to attend the meetings.	H Ryan	review 23/05/2007
14	To speak to Mr M Child, User Facilitator regarding having a Service User representative on the group.	H Ryan	Review 23/05/2007
4.4. Clinical Protocols and Guidelines			
Log No	Action	Lead(s)	Deadline
15	To evolve the clinical protocols and guidelines through the Patient Pathway Sub-group. Patient Pathway Sub-group to nominate a Lead.	Patient Pathway Sub-Group	Review 23/05/2007

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5. Peer Review			
Log No	Action	Lead(s)	Deadline
16	To email the Lead Managers requesting information on local policies related to the Thyroid Quality Measures.	H Ryan	Review 23/05/2007
17	To circulate the final draft of the YCN Pathology Guidelines for comments.	C Sheard	Review 23/05/2007
18	Representatives from Airedale and Bradford to feedback at the next meeting on the discussions that have taken place regarding the approach for reviewing cytology.	Airedale and Bradford representatives	Review 23/05/2007
19	To arrange a meeting in April 2007 with the key representatives from the group to prepare for the Peer Review.	H Ryan	30/04/2007
6. Any Other Business			
Log No	Action	Lead(s)	Deadline
20	Feedback to Localities and YCN Head and Neck Group. Representatives to feedback to their localities on the discussions that have taken place and Mr Duffy to inform T K Ong, Chair, YCN Head and Neck Group of the discussions that have taken place.	All	Review 23/05/2007
21	Rare Endocrine Cancers Following a group discussion prompted by M Langsdowen regarding the management of rare endocrine cancers it was proposed that all these cases are referred to Leeds Teaching Hospitals NHS Trust. To discuss the management of these cancers when producing the guidance.	Sub-Group	Review 23/05/2007
22	PET Scanning It was proposed they recommend to the PET group that any patients identified as having a thyroid abnormality when scanned are referred urgently to one of the two thyroid MDTs. To discuss with the YCN Imaging Group.	B Tinkler	07/02/2007

Date of Next Meeting(s)

Wednesday 23rd May 2007 2:30 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Wednesday 10th October 2007 2:30 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital