

**Present:**

Mr R Longbottom	Bradford and Airedale Teaching PCT
Dr E Loney	Bradford Teaching Hospitals NHS Foundation Trust
Ms L Booth	Harrogate and District NHS Foundation Trust
Mr S Davies	Leeds Teaching Hospitals NHS Trust
Dr G Gerrard	
Mr M Lansdown (Chair)	
Professor K MacLennan	
Ms J Myers	
Ms L Priestley	
Dr A Scarsbrook	
Ms E Jeffers	York Hospitals NHS Foundation Trust
Mr A Nicolaides	
Miss L Carroll	Yorkshire Cancer Network
Mr S Duffy	
Mr G Hughes	
Mr P Melling	
Ms F Stephenson	
Mr B Tinkler	

**1. Apologies**

Mr M Aldoori, Mr C Bem, Ms B Davis, Dr D Gouldesbrough, Dr P Hammond, Mr I Hutchinson, Mr P Lyndon, Dr P Maheswaran, Ms M Neary, Mr S Nicholson, Dr S Peacey, Dr R Pope, Mr I Smith, Mr S Sood, Mr P Turton

<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
1	Chair and Vice Chair  Mr M Lansdown was elected as Chair and Dr G Gerrard was elected as Vice Chair of the group.  Mrs H Ryan to update membership.	H Ryan	04/05/2007
<b>3.1. Identified Trust Lead Thyroid Cancer Surgeon</b>			
Log No	Action	Lead(s)	Deadline
2	The identified Trust Lead for Thyroid Cancer Surgery are;  Mr C Bem, Airedale/Bradford/Calderdale & Huddersfield Mr A Nicolaides, York Mr G Dyke, Harrogate Mr M Lansdown, Leeds Mr J Frewer, Mid Yorkshire	N/A	N/A

**Thyroid Group : Actions of the meeting held on Wednesday 2nd May 2007 2:30 pm**

<b>4. Future Service Model</b>			
Log No	Action	Lead(s)	Deadline
3	Mr G Dyke at Harrogate has undertaken 18 surgical thyroid cases per year and will be part of the Specialist MDT.  To provide Mrs H Ryan with the Thyroid Surgical Cases for Leeds for circulation to the group.	M Lansdown	08/05/2007
4	To circulate the revised version of the YCN Thyroid Surgical Cases.	H Ryan	08/05/2007
5	Following an in-depth discussion members agreed they should work towards sub-specialisation for thyroid surgery.  To send a letter to surgeons via the Trust Lead Team asking if those surgeons who have been involved in thyroidectomies can review their practice and consider whether it falls within good clinical governance. Also to ask them to respond with their plans for thyroid surgery over the next two years and how many of their surgical thyroid procedures undertaken over a two year period were cancers.	M Lansdown	Review 10/10/2007
6	To cross check the Cancer Waiting Times (CWT) figures for surgical thyroid procedures that were cancer submitted by the Cancer Information Team at each Trust.	Lead Managers	Review 10/10/2007
<b>4.2. Patient Pathway</b>			
Log No	Action	Lead(s)	Deadline
7	As part of the Peer Review process it is the role of the group to review and discuss the service improvement work undertaken by the specialist MDTs.  The LTHT Thyroid MDT Service Improvement Action Plan was formally agreed. To circulate the Action Plan with the Action Log.	H Ryan	08/04/2007
8	It was proposed when the patient pathway is reviewed they should consider how to ensure every thyroid cancer is reported to the MDT (i.e. through the histopathologists). The process of double reporting of histopathology was discussed.  To take forward Service Improvement work on process mapping the patient pathway with Leeds and York prior to the meeting of the pathway sub-group.	G Hughes and G Gerrad	31/06/2007
9	To take the LTHT Cancer of the Thyroid Gland through the YCN Editorial Panel with a view to adopting these by the Network.	F Stephenson & H Ryan	Review 10/10/2007
10	To circulate the draft paper on providing patients with information regarding their cancer.	M Lansdown	Review 10/10/2007
<b>5.1. Terms of Reference</b>			
Log No	Action	Lead(s)	Deadline
11	To update and formally sign of the ToR for the group.	H Ryan and M Lansdown	08/05/2007
<b>5.2. Membership</b>			
Log No	Action	Lead(s)	Deadline
12	To confirm if Ms L Priestley, Nurse Specialist is willing to take on the role of User Involvement and Patient Information Lead.	G Gerrad	Review 10/10/2007

**Thyroid Group : Actions of the meeting held on Wednesday 2nd May 2007 2:30 pm**

<b>5.2. Membership</b>			
Log No	Action	Lead(s)	Deadline
13	To speak to Mr M Child, User Facilitator regarding having a service user representative on the group.	H Ryan	Review 10/10/2007
<b>6. Peer Review</b>			
Log No	Action	Lead(s)	Deadline
14	To circulate the finalised YCN Pathology Guidelines to the group.	H Ryan	08/04/2007
15	To liaise with M Lansdown on Network Peer Review Quality Measures that require Chairs action	H Ryan and F Stephenson	Review 10/10/2007

**Date of Next Meeting(s)**

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