

**Actions of the meeting held on
Wednesday 24 June 2009, 14:30**

Yorkshire Cancer Network

Board Room, Ground Floor, Trust HQ, St James's University Hospital

Present:

Mrs C Ingham	British Thyroid Foundation
Ms E Dyer	Leeds Teaching Hospitals NHS Trust
Dr G Gerrard	
Mr M Lansdown (Chair)	
Mrs L Priestley	
Mr L Condon	Mid Yorkshire Hospitals NHS Trust
Mr J Frewer	
Mr A Nicolaides	York Hospitals NHS Foundation Trust
Mrs H Ryan	Yorkshire Cancer Network
Mr B Tinkler	

Apologies

Mr M Aldoori, Mr S Duffy, Ms F Halstead, Mr G Hughes, Dr E Loney, Mr Z Makura, Mr P Melling, Dr R Murray, Dr R Pope, Dr F Roberts, Dr A Scarsbrook, Mr I Smith

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
1	The proposed follow-up protocol documented in Action Log from 18th March 2009, action 40 was noted as being inaccurate and agreed that it should be deleted. With this amendment the action log was agreed as being an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
2	•Nurse Led Telephone Follow-up To circulate guidelines to the group with the action log.	H Ryan	July 2009
3	•Discussion of Thyroid Service with YCN Board It was agreed that the YCN Thyroid Pathway and Service would be presented to the YCN Management Board before the next NSSG meeting. To contact M Lansdown with a date for presenting the pathway to the Board.	H Ryan	July 2009
4. Current Patient Pathway			
Log No	Action	Lead(s)	Deadline
4	To amend the pathway to include reference to consider if referral to adolescent specialist team if appropriate.	G Hughes	July 2009

4. Current Patient Pathway			
4.1 Audit of Pathway timings			
Log No	Action	Lead(s)	Deadline
5	<p>B Tinkler, on behalf of G Hughes, tabled and presented to the group an audit of the Network's performance against the agreed timelines within the Group's timed clinical pathway.</p> <p>A discussion followed.</p> <p>To contact G Hughes to discuss audit and to identify the dates of radioiodine treatment from PPM.</p>	G Gerrard	July 2009
4.2 Pathology Update - FNA Adequacy Rate Audit			
Log No	Action	Lead(s)	Deadline
6	<p>The group discussed how to take forward the audit of FNA adequacy rates across the YCN to establish areas of good practice.</p> <p>To feedback discussion to G Hughes and agree how to take audit forward.</p>	M Lansdown	Review Next Meeting (21/10/2009)
7	<p>To ask D Martin-Hirsch to forward Calderdale and Huddersfield audit to H Ryan for circulation to the group.</p>	G Gerrard	July 2009
4.3 Follow up			
Log No	Action	Lead(s)	Deadline
8	<p>E Loney is currently working on a YCN follow-up protocol for thyroid patients.</p> <p>To work with E Loney on the follow-up protocol and report back at the next meeting.</p>	G Gerrard/ E Loney	Review (21/10/2009)
5. Patient Information Pathway			
Log No	Action	Lead(s)	Deadline
9	<p>M Lansdown suggested including Network information on DVT for patients.</p> <p>To look at what the thyroid surgeon requirements are for informing patients on DVT and feedback at the next meeting.</p>	M Lansdown	Review (21/10/2009)
10	<p>The group agreed that the pathway should also include a record of the patient consultation as required for the Peer Review measures (21-235).</p> <p>To check if there is a timeframe for patients receiving a copy of the consultation record.</p>	H Ryan	July 2009
11	<p>Jane Archer, YCN Information and Support Manager and L Priestley presented the draft thyroid cancer patient information pathway to the group.</p> <p>The pathways will be available live on the YCN website once the resource database has been populated and upload has occurred, by the end of July 2009.</p> <p>The pathway may be used in a number of ways and its up to the NSSG/ Nurses Group to develop implementation plan for them. The Network are working on some guidelines to help develop implementation plans.</p> <p>To amend patient information pathway in light of the discussion and circulate to the group for final comments before uploading to the YCN website.</p>	J Archer	July 2009

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5. Patient Information Pathway			
5.1 Identification of the Key Worker			
Log No	Action	Lead(s)	Deadline
12	<p>The absence of a CNS network of nurses across the YCN raises the possibility that patients may get different levels of support, advice and information.</p> <p>The group discussed who should be identified as the key worker along the patient pathway.</p> <p>To discuss further and agree at the Thyroid MDT.</p>	M Lansdown	Review Next Meeting (21/10/2009)
6. Going Further on Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
13	<p>B Tinkler presented to the group the latest thyroid cancer waiting times against the new standards.</p> <p>To keep the group updated on future performance.</p>	P Melling	Review next meeting (21/10/2009)
7. YCRN update			
Log No	Action	Lead(s)	Deadline
14	<p>The YCRN Thyroid Cancer Clinical Trials portfolio performance report was circulated to the group with the agenda.</p> <p>To keep the group updated.</p>	F Halstead	Review next meeting (21/10/2009)
8. Any Other Business			
Log No	Action	Lead(s)	Deadline
15	<p>•Audit</p> <p>Elaine Dyer presented to the audit data from identified from PPM on the number of thyroid cancers treated across the YCN over the past year.</p> <p>A discussion followed and the group felt that there were a number of cases missing.</p> <p>To arrange a meeting with S Cuthbertson, YCN Senior Cancer Information Analyst and M Waugh at Leeds to get more accurate data.</p>	M Lansdown/ E Dyer	Review next meeting (21/10/2009)
16	<p>•Group membership and attendance</p> <p>To forward to M Lansdown a record of attendance of the YCN Thyroid Group for 2007-2009.</p>	H Ryan	July 2009

Date of Next Meeting(s)

Wednesday 21st October 2009 2:30pm
 Committee Room 1, Trust HQ, Ground Floor, St James's University Hospital