

**Actions of the meeting held on
Wednesday 21 October 2009, 14:30**

Yorkshire Cancer Network

Committee Room 1, Trust HQ, Ground Floor, St James's University Hospital

Present:

Mr M Aldoori	Calderdale and Huddersfield NHS Foundation Trust
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 A Nicolaides	York Hospitals NHS Foundation Trust
Mr S Duffy	Yorkshire Cancer Network
Mr A Hastings	

Apologies

Mr J Frewer, Mrs C Ingham, Dr E Loney, Professor K MacLennan, Mr Z Makura, Dr R Pope, Dr A Scarsbrook, Mr I Smith

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
17	The action log from the last meeting was agreed as being a true record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
18	<p>The Group discussed the Nurse Led Telephone Clinical Operational policy and how it can be publicised to other networks as a piece of good work.</p> <p>The Group agreed the Operational policy, subject to audit in one year.</p> <p>The discussion of Thyroid services with the YCN Board has not yet been arranged.</p> <p>A Hastings to make the operational policy available on the YCN website.</p>	A Hastings	N/A
4. Current Patient Pathway			
Log No	Action	Lead(s)	Deadline
19	<p>The Group discussed amending the pathway to include reference to consider if referral to the adolescent specialist team is appropriate. It was noted that auditing the amount of under 24s to see if changed the pathway would be appropriate. This is to be discussed at the MDT meetings over the next 12 months.</p> <p>The Group discussed and decided that the 30 day waiting time should start following the 4 week period allowing for the TSH to rise.</p> <p>The Group discussed offering patients appointments and how they are frequently turned down. The Group decide that when they arrange an appointment within 5-6weeks and the patient declines it will be recorded as such.</p> <p>M Lansdown to amend the patient pathway.</p>	M Lansdown	Review next meeting (03/02/2010)

Thyroid Group : Actions of the meeting held on Wednesday 21st October 2009 2:30pm

4. Current Patient Pathway			
Log No	Action	Lead(s)	Deadline
20	<p>M Lansdown tabled the NICE guidance on DVT and informed the Group that the guidance means that they have to tell all patients there is a risk of DVT, albeit very low.</p> <p>The Group discussed the possibility of writing in DVT prophylaxis and the management of blood thinning agents in the preoperative period into the YCN guidelines.</p> <p>To circulate the NICE guidance on DVT to the Group.</p>	A Hastings	On-going
4.1 How do we measure that we are delivering the pathway?			
Log No	Action	Lead(s)	Deadline
21	<p>The Group discussed how they can measure that they are delivering the pathway.</p> <p>It is discussed that the Group fine tune the time to radioactive iodine and second surgery. It was also noted that the Group can view the number of patients that have been allocated a key worker.</p> <p>The Group discussed matching the amount of patients that see the MDT against the cancer registry.</p>	N/A	N/A
4.2 Follow up			
Log No	Action	Lead(s)	Deadline
22	<p>The Group discussed the tabled paper produced by E Loney in which the definition of a low risk patient was reviewed.</p> <p>Further discussion and consultation is required before this can be taken forward.</p> <p>M Lansdown discussed the need for a network wide follow up policy. M Lansdown proposed PPM should be developed to support the follow-up process.</p> <p>It was suggested that the Group should produce and circulate a questionnaire aimed at all the endocrinologists and surgeons in the network. The questionnaire would ask how they follow up their thyroid cancer patients.</p> <p>The Group discussed the tabled paper produced by E Loney in which the definition of a low risk patient was reviewed.</p> <p>G Gerrard to take 'Low Risk Thyroid Cancer Follow Up' forward.</p>	G Gerrard	Review next meeting (03/02/2010)
4.3 FNA audit			
Log No	Action	Lead(s)	Deadline
23	<p>The Group discussed the running FNA audit and agreed to roll it onto all agendas.</p> <p>A Nicolaidis informed the Group that York will do an FNA audit and present it at the Educational Event taking place on Tuesday 8th December at the Pavilions of Harrogate.</p> <p>A Nicolaidis to liaise with M Hirsch over the results from Calderdale and Huddersfield.</p>	A Nicolaidis	08/12/2009

4. Current Patient Pathway			
4.3 FNA audit			
Log No	Action	Lead(s)	Deadline
24	<p>M Lansdown informed the Group that he has a table of how many patients have been seen by each surgeon. As it is confidential, he will give each surgeon a number so that they will be able to view the data collected.</p> <p>M Lansdown to give each surgeon involved their individual numbers.</p>	M Lansdown	Review next meeting (03/02/2010)
4.4 Key Worker			
Log No	Action	Lead(s)	Deadline
25	<p>The Group discussed the role of the Key Worker.</p> <p>It is agreed that the Key Worker will provide the patient with all details from consultations.</p> <p>It was agreed that following the MDT decision, the clinic letter includes (for the patients benefit), an outline of the discussion and the treatment plan.</p>	All	On-going
5. Implications for the group of the Peer Review cycle			
Log No	Action	Lead(s)	Deadline
26	<p>S Duffy informed members on the peer review cycle.</p> <p>The Thyroid Group will be reviewed at the same time as the Head & Neck group - dates to be announced.</p> <p>The Group will need to meet 3 components for the assessment;</p> <ul style="list-style-type: none"> •Annual Work Programme •Annual Report •Set of Operational Procedures <p>S Duffy described the internal validation process.</p>	All	On-going
6. Going Further on Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
27	<p>M Lansdown presented to the Group the latest cancer waiting times.</p> <p>It was noted that the Group would like the cancer waiting times to be broken down into the different treatments.</p> <p>To keep the Group updated on future performance.</p> <p>A Hastings to request this to P Melling.</p>	P Melling/A Hastings	Review next meeting (03/02/2010)
7. YCRN update			
Log No	Action	Lead(s)	Deadline
28	<p>The YCRN Thyroid Cancer Clinical Trials portfolio was circulated to the Group with the agenda for information.</p> <p>To continue to keep the Group updated.</p>	F Halstead	Review next meeting (03/02/2010)

8. Any Other Business			
Log No	Action	Lead(s)	Deadline
29	A Nicolaidis informs the Group that there is a new joint Thyroid and Head & Neck CNS now appointed at York. A Hastings updated the Group on the Educational Event due to take place on 8th December 2009 at the Pavilions of Harrogate. Registration and programme available on the YCN website at http://www.ycn.nhs.uk/html/events/index.htm	N/A	N/A

Date of Next Meeting(s)

Tuesday 8th December 2009 12:30pm
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Educational Event]

Wednesday 3rd February 2010 2:30pm
Committee Room 1, Trust HQ, Ground Floor, St James's University Hospital

Wednesday 23rd June 2010 3:00pm
Committee Room 1, Trust HQ, Ground Floor, St James's University Hospital

Wednesday 24th November 2010 2:30pm
Committee Room 1, Trust HQ, Ground Floor, St James's University Hospital