

Present:

Mr C Bem	Bradford Teaching Hospitals NHS Foundation Trust
Mr S Ghosh	Calderdale and Huddersfield NHS Foundation Trust
Ms E Dyer	Leeds Teaching Hospitals NHS Trust
Dr G Gerrard (Chair)	
Dr V Gill	
Mrs L Priestley	
Mr J Frewer	Mid Yorkshire Hospitals NHS Trust
Mr A Nicolaides	York Teaching Hospital NHS Foundation Trust
Mrs D Wardle	
Mr G Hughes	Yorkshire Cancer Network
Mrs C Irving	

Apologies

Ms E Chambers, Mr M Lansdown, Mr P Melling, Dr A Scarsbrook

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
30	Georgina Gerrard welcomed everyone to the meeting and apologies were noted.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
31	The action log from the last meeting was agreed to be a true record.	N/A	N/A
3. Matters arising			
3.1 Vice Chair appointment			
Log No	Action	Lead(s)	Deadline
32	The Group officially welcomed Andreas Nicolaides to the role. All to note.	N/A	N/A
3.2 Update on producing a final report from the peer to peer site visits			
Log No	Action	Lead(s)	Deadline
33	Andreas Nicolaides tabled a draft report, Peer-to-Peer Review of the Management of Thyroid Cancer across the Yorkshire Cancer Network 2010-11. To continue to work on this document and to share with the Group once complete.	A Nicolades & M Lansdown	ASAP

3. Matters arising			
3.3 Update on re-auditing the NYCRIS 2004 Management of Thyroid Cancer in the Northern and Yorkshire Region			
Log No	Action	Lead(s)	Deadline
34	<p>■ Post Meeting Note</p> <p>The audit is scheduled in NYCRIS' 2011/12 work plan.</p> <p>The Group had suggested to NYCRIS that rather than establishing a bespoke Reference Group, the work is taken directly through the NSSG.</p> <p>All to note.</p>	All	N/A
3.4 To discuss paediatric patients			
Log No	Action	Lead(s)	Deadline
35	<p>Members discussed the YCN Pathway for paediatric patients (age <16) with DTC and agreed to sign this off following some suggestions for changes.</p> <p>Clair Irving to make the amendments and upload on the YCN web.</p>	C Irving	ASAP
36	<p>Lynn Priestly to send the latest Nursing Pathway to Clair Irving to append the YCN Pathway for paediatric patients (age <16) with DTC.</p>	L Priestly	ASAP
37	<p>Members agreed to add in a statement regarding referral of 16-24's to TYA be included within the YCN Thyroid pathway.</p> <p>Geraint Hughes to action.</p>	G Hughes	ASAP
4. GOVERNANCE and AUDIT			
4.1 Governance Arrangements for Thyroid Surgery			
Log No	Action	Lead(s)	Deadline
38	<p>Members discussed the tabled document and agreed the content.</p> <p>Sean Duffy is to write to each Trust Lead Clinician to ask each one to confirm who their Designated Thyroid Surgeons are.</p>	S Duffy	ASAP
4.2 CWT			
Log No	Action	Lead(s)	Deadline
39	<p>Members discussed the latest CWT.</p>	N/A	N/A
4.3 Audit proposal for the number of malignant and benign thyroid operations by each surgeon per annum			
Log No	Action	Lead(s)	Deadline
40	<p>Members agreed the Network audit to be 'Arrangements for the Appropriate Involvement of Surgeons in Thyroid Cancer'.</p> <p>To discuss further at the next meeting.</p>	All	28/03/2012

4. GOVERNANCE and AUDIT			
4.4 Perparation for Peer Review visit in March 2012			
Log No	Action	Lead(s)	Deadline
41	The Group were reminded that the Peer Review visit will be on the 21st March 2012 from 1-2.30pm in Harrogate and that representation will be required from all units and professions. All to note.	All	N/A
4.4 Perparation for Peer Review visit in March 2012			
4.4.1 Terms of Reference and Work programme - for final sign off			
Log No	Action	Lead(s)	Deadline
42	Members agreed to add a statement to describe Scarborough Patient Pathways to the Constitution. Geraint Hughes to action.	G Hughes	ASAP
43	Members agreed to sign off both the Constitution and Work Programme following the agreed amendments. Clair Irving to upload to the YCN web.	C Irving	ASAP
5. GROUP FUNCTION AND FITNESS FOR PURPOSE			
5.1 Update on Trust representation			
Log No	Action	Lead(s)	Deadline
44	It was agreed that this item no longer requires discussion as meetings now have sufficient representation.	N/A	N/A
5.2 Update on long term Senior Pathology input			
Log No	Action	Lead(s)	Deadline
45	Members agreed to draft a letter in order to address succession planning to ensure potential gaps in the pathology team are managed pro-actively. Georgina Gerrard is to draft a letter to Sean Duffy to bring this matter to his attention.	G Gerrard	ASAP
5.3 Service Improvement and Research Lead			
Log No	Action	Lead(s)	Deadline
46	Members agreed to approach Mark Lansdown to ask if he would agree to become Audit Lead. Georgina Gerrard to lead on this.	G Gerrard	ASAP
47	Members put forward John Frewer to become Service Improvement Lead, Debbie Wardle for the User Involvement Lead and Lynne Priestly for the Patient Information Lead. Vanessa Gill was nominated and agreed to become the Research Lead for the Group. Clair Irving to amend the membership details.	C Irving	ASAP

6. Guidelines/pathways for review and/or ratification		
6.1 Follow up of Very Low Risk Thyroid Cancer		
Log No	Action	Lead(s) Deadline
48	Members agreed to sign this off. Clair Irving to upload to YCN web.	C Irving ASAP
6.2 YCN pathway for paediatric patients (age < 16 years) with DTC - for sign off		
Log No	Action	Lead(s) Deadline
49	Members agreed to sign this off. Clair Irving to upload to YCN web along with the nursing pathway as an appendix.	C Irving ASAP
6.4 Management of Medullary Thyroid Cancer - for sign off		
Log No	Action	Lead(s) Deadline
50	Members agreed to sign this off. Clair Irving to upload to YCN web.	C Irving ASAP
6.5 Patient Information Pathway - review		
Log No	Action	Lead(s) Deadline
51	Members agreed to sign off the updated tabled pathway. Clair Irving to upload to YCN web.	C Irving ASAP
52	Lynn Priestly is to contact John Frewer to discuss access to patient information booklets.	L Priestly ASAP
6.6 NSSG Agreed Datasets - 2 yearly review		
Log No	Action	Lead(s) Deadline
53	Members agreed to sign this off. Clair Irving to upload to YCN web.	C Irving ASAP
6.7 Thyroid Cancer Clinical Pathway - for sign off		
Log No	Action	Lead(s) Deadline
54	Members agreed to sign off the pathway following a couple of agreed amendments. Geraint Hughes to make the amendments and Clair Irving to upload to the YCN web.	G Hughes & C Irving ASAP

7. SERVICE IMPROVEMENT and REDESIGN			
7.1 Update on the development of a one-stop clinic			
Log No	Action	Lead(s)	Deadline
55	<p>John Frewer informed the Group that the next steps are as follows:-</p> <ul style="list-style-type: none"> • Analyse thyroid breaches • Estimate of cost of assessing 3 FNA/clinic • Obtain head and neck node FNA numbers • Find true cost/penalty of breach • Re-analyse thyroid FNA data for inadequacy rates. <p>To keep the Group updated accordingly.</p>	J Frewer	28/03/2012
7.2 Update on the development of a nuclear medicine clinic			
Log No	Action	Lead(s)	Deadline
56	To discuss further at the next meeting.	G Gerrard	28/03/2012
7.3 Update on the development of a policy to reduce the number of imaging scans			
Log No	Action	Lead(s)	Deadline
57	<p>Georgina Gerrard informed the Group that both herself and Vanessa Gill have been working on this. Members were hopeful that Commissioners and providers would acknowledge the savings made and would consider favourably future investments in the service.</p> <p>To discuss in more detail at the next meeting.</p>	G Gerrard	28/03/2012
7.4 To discuss the possible development of self management workshops			
Log No	Action	Lead(s)	Deadline
58	<p>Members were informed that there is currently a MacMillan project in Bradford looking at follow up and the potential role for self-management.</p> <p>Members discussed organising a seminar at the next educational event in order to hold an open debate around how to take this forward.</p> <p>Andreas Nicolaides to liaise with Chris Bem when planning the educational event.</p>	A Nicolaides	ASAP
7.5 Future options for follow-up for low risk patients			
Log No	Action	Lead(s)	Deadline
59	<p>Andreas Nicolaides shared his Network-wide idea of ensuring safe and efficient discharge for thyroid patients across the YCN.</p> <p>This would potentially involve a small team of CNS resource responsible for risk stratifying patients across the Network in order to provide a tailored follow up approach.</p> <p>The Group agreed to approach Angie Craig once a proposal had been agreed by the Group.</p> <p>Andreas Nicolaides to work with Geraint Hughes and Georgina Gerrard in order to produce a detailed proposal to share with the Group for comment.</p>	A Nicolaides	ASAP

7. SERVICE IMPROVEMENT and REDESIGN			
7.6 Patient Questionnaire results			
Log No	Action	Lead(s)	Deadline
60	Lynne Priestly shared the patient questionnaire with the Group and it was noted that the results were excellent. To attach the findings with the action log.	C Irving	ASAP
8. WORKFORCE DEVELOPMENT AND EDUCATION			
8.1 To discuss planning an educational event			
Log No	Action	Lead(s)	Deadline
61	Andreas Nicolaides agreed to lead on planning this and members discussed a variety of ideas for the programme. The Group discussed tagging the educational event onto an afternoon following a morning NSSG on either the 7th or 21st November 2012. Andreas Nicolaides to inform Clair Irving once the draft programme has been produced and a final date agreed.	A Nicolaides	ASAP
9. RESEARCH and DEVELOPMENT			
9.1 YCRN report			
Log No	Action	Lead(s)	Deadline
62	Members discussed the latest YCRN report.	N/A	N/A
10. Any Other Business			
Log No	Action	Lead(s)	Deadline
63	► Date of 2012 meetings Clair Irving to change the meeting booked on the 13th June 2012 to a Wednesday either before or after.	C Irving	ASAP

Date of Next Meeting(s)

Wednesday 28th March 2012 3:00pm
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 6th June 2012 3:00pm
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 7th November 2012 3:00pm
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital