

**Actions of the meeting held on  
Thursday 09 October 2008, 15:45**

**Yorkshire Cancer Network**

**Conference Room, Field House, Bradford Royal Infirmary**

**Present:**

Dr D Clements	Airedale NHS Trust
Mr A Henry	
Dr R Calvert	Bradford Teaching Hospitals NHS Foundation Trust
Mrs H Hey	
Mr J May (Chair)	
Ms H Roberts	
Ms C Rock	
Ms T Wilcocks	
Mr G Dyke	Harrogate and District NHS Foundation Trust
Ms J Bewley	Leeds Teaching Hospitals NHS Trust
Dr H Grabsch	
Mrs K Smith	
Dr D Swinson	
Dr S Shah	Mid Yorkshire Hospitals NHS Trust
Mr & Mrs A Smith	User Partnership Group
Dr J Turvill	York Hospitals NHS Foundation Trust
Mrs C Irving	Yorkshire Cancer Network
Ms F Stephenson	
Mr B Tinkler	
Mrs J Toovey	
Ms F Halstead	Yorkshire Cancer Research Network

**Apologies**

Dr C Beckett, Dr A Cairns, Mr S Duffy, Mr S Garside, Mr J Hayden, Dr C Kay, Mr P Melling

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
15	Mr May welcomed Service User/Carer representatives Alan and Dorothy Smith to the group.	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
16	The action log from the last meeting was agreed as a true record.	N/A	N/A

<b>3. Pathways for OG cancer</b>			
Log No	Action	Lead(s)	Deadline
17	<p>Ms Stephenson tabled the YCN OG High Level Clinical Cancer Timed Pathway, highlighting that the Supportive Care and Patient Information Pathways, currently in development are intended to link into this.</p> <p>Members were asked to consider whether the pathway timeframes are ambitious enough, particularly in the diagnostic section. The two areas of proposal are patients reviewed at SMDT by day 28 and the decision to treat by day 35. Members were encouraged to express their views and comments. Ms Stephenson offered to visit individual MDTs to identify and discuss local issues.</p> <p>To request a local visit or to email comments, members are to contact <a href="mailto:fiona.stephenson@ycn.nhs.uk">fiona.stephenson@ycn.nhs.uk</a> before Tuesday 23rd December 2008.</p>	All	23/12/2008
18	<p>Ms Stephenson reported that the quality criteria element is work in progress, incorporating measures which utilize clinical data currently collated in order to help teams accurately measure and identify the delivery of a good pathway.</p> <p>Members discussed and suggested possible additional measures including pathology and endoscopy.</p> <p>Any comments or suggestions to be sent to <a href="mailto:fiona.stephenson@ycn.nhs.uk">fiona.stephenson@ycn.nhs.uk</a> before Tuesday 23rd December 2008.</p>	All	23/12/2008
19	<p>Members discussed the issue of image transfer. Mr Tinkler advised the group that this is something that the YCN Radiology group could potentially look at once they reform and suggested Local Clinicians could take up this issue with their own Local Clinical Directors.</p> <p>Members to engage with their own contacts to identify local issues and to update the group at the next meeting.</p>	All	03/02/2009
20	<p>Mrs Hey informed the group that the Supportive Care and Patient Information Pathways will be circulated for comments once they are complete.</p> <p>Mrs Irving to circulate the pathways once they have been finalised.</p>	C Irving	03/02/2009
<b>4. Palliative care (End of life pathway)</b>			
Log No	Action	Lead(s)	Deadline
21	<p>Mrs Rock tabled the Palliative Care (End of Life) and the Supportive Pathway and advised the group that both are still out for comment. Members were informed that the End of Life pathway can be applied to diseases other than cancer in the future and is intended to be used when patients are identified at being 6-12 months prior to death.</p> <p>Members were informed that the Specialist Palliative care pathway has been designed to fit in anywhere along the clinical pathways, enabling patients to move in or out, depending on the complexity of their needs at any given time.</p> <p>Members to send any comments on either pathway to <a href="mailto:clair.irving@ycn.nhs.uk">clair.irving@ycn.nhs.uk</a> before 31st October 2008.</p>	All	31/10/2008

<b>5. MDT Update</b>			
Log No	Action	Lead(s)	Deadline
22	<p>Mrs Hey reported that in Bradford, work on a six week educational package for post surgery patients has resulted in establishing a support group. Sessions are expected to run ten times a year which has proved to be very popular.</p> <p>New patient information leaflets on oesophagectomies and gastrostomies have been produced.</p> <p>The next WWY working group meeting is planned for 5th November 2008 and next WWY Time Out for 3rd December 2008.</p> <p>Mrs Bewley gave a brief update from Leeds, informing members that surgical work has already been taken from Harrogate and Mid Yorks and that that capacity is in place for the York transfer. Mr Turvill reported that York are hoping to agree a transfer date once the video conferencing issues have been rectified. Mr Tinkler to follow up the York transfer with the Lead Manager.</p> <p>Mr May suggested that MDT updates for future meetings are kept to a brief resume at the start of the meetings.</p> <p>All MDTs to provide the group with a brief update at each future meeting.</p>	All	Ongoing
<b>6. Work Plan and Terms of Reference</b>			
Log No	Action	Lead(s)	Deadline
23	<p>Mr May tabled the group's work plan and terms of reference and advised members that any views, comments or suggestions of involvement in other work streams would be gratefully received.</p> <p>Members are to email any comments to <a href="mailto:fiona.stephenson@ycn.nhs.uk">fiona.stephenson@ycn.nhs.uk</a> before Friday 14th November 2008.</p>	All	14/11/2008
24	<p>Mr Tinkler informed members of the re-focus of governance arrangements and roles and responsibilities of the YCN groups to fit in with anticipation of the Cancer Reform Strategy. One of the main roles of the Network groups is seen to be providing key clinical advice to commissioners and identifying the shape of the service that should be available, including patient pathways. The intention is that once pathways have been agreed, they will be presented to the Board along with any issues pertinent to the group by the Chair and the Service Improvement Lead. Agreement has been sought from PCTs and Commissioners to move contracts to reflect Network pathways.</p> <p>Mr May advised members that the Upper GI NSSG are scheduled to present to the Board in March 2009.</p> <p>Mr Tinkler encouraged the group to consider possible projects around earlier diagnosis and survivorship elements of the pathways. The Network plans to send out expressions of interest forms in the near future.</p> <p>Mr Tinkler to update the group as appropriate.</p>	B Tinkler	03/02/2009
<b>7. CMO report - 'Understanding the Rise in Oesophageal Cancer'</b>			
Log No	Action	Lead(s)	Deadline
25	<p>Members discussed the report and their agreement with the recommendations. Members were informed that the National Patient Association is looking at education on early diagnosis for GPs at central government level.</p>	N/A	N/A

<b>8. Clinical Guidelines update</b>			
Log No	Action	Lead(s)	Deadline
26	Mrs Irving to circulate the revised guidelines once they have been formatted.	C Irving	31/10/2008
27	Members to send in any comments to <a href="mailto:clair.irving@ycn.nhs.uk">clair.irving@ycn.nhs.uk</a> before the end of November 2008.	All	28/11/2008
<b>9. Educational Event and Structure of OG/Pancreatic meetings</b>			
Log No	Action	Lead(s)	Deadline
28	<p>Mr May advised the group that the educational event has been re-scheduled for the 20th March 2009 and is planned to be held annually.</p> <p>Members discussed possible ideas for the programme. Suggestions included discussing the WWY follow up project, feedback from support groups, looking at ethics in terms of initiating difficult conversations and exploring interesting MDT cases.</p> <p>Mr May agreed to progress the programme for the day and to identify MDT members interested in taking part.</p> <p>All MDT chairs are to liaise with Mr May to determine cases and speakers to be put forward for the educational event.</p>	MDT Chairs	14/11/2008
29	Any further ideas for the programme or volunteers for speakers are to email <a href="mailto:clair.irving@ycn.nhs.uk">clair.irving@ycn.nhs.uk</a> before Friday 14th November 2008.	All	14/11/2008
30	<p>Ms Stephenson advised the group that the structure of the Upper GI &amp; Pancreatic meetings are to remain the same until pancreatic surgical transfer is complete. At which time, the inclusion of HPB will be reconsidered.</p> <p>Meeting dates for 2009 have been organised on alternative Tuesday and Thursday afternoons in Bradford or Leeds to avoid MDTs scheduled across the network.</p> <p>Mrs Irving to ensure the group has a list of 2009 meeting dates with the action log.</p>	C Irving	17/10/2008
<b>10. YCRN Presentation</b>			
Log No	Action	Lead(s)	Deadline
31	<p>Mrs Halstead tabled the latest YCRN recruitment data and advised the group that at present they are working on how to best engage with NSSGs, moving towards a more network endorsed portfolio.</p> <p>Members wishing to submit any ideas or suggestions on how to move forward are to email <a href="mailto:fiona.halstead@leedsth.nhs.uk">fiona.halstead@leedsth.nhs.uk</a>.</p>	All	03/02/2009
32	<p>Mr May invited Mrs Halstead to the next Bradford MDT Time Out.</p> <p>Mrs Irving to advise Mrs Halstead of this date.</p>	C Irving	24/10/2008
33	<p>Mrs Halstead expressed an interest in being a part of the Upper GI &amp; Pancreatic educational event scheduled for March 2009.</p> <p>Mrs Halstead to email potential ideas for the programme to <a href="mailto:clair.irving@ycn.nhs.uk">clair.irving@ycn.nhs.uk</a> before Friday 14th November 2008.</p>	F Halstead	14/11/2008

<b>11. Cancer Waiting Times &amp; Going Further on Cancer Waits</b>			
Log No	Action	Lead(s)	Deadline
<b>34</b>	<p>Mr Tinkler tabled the latest cancer waiting times.</p> <p>Members discussed the impending changes to the CWT standards.</p> <p>Mrs Irving to circulate a summary on going further on cancer waiting times with the action log.</p>	C Irving	03/02/2009
<b>12. Vice Chair</b>			
Log No	Action	Lead(s)	Deadline
<b>35</b>	<p>Ms Stephenson advised the group that Mr Jeremy Hayden has expressed an interest in becoming Vice Chair. Mr May requested agreement from the group which was granted.</p> <p>Mr Duffy to formally write to the new Vice Chair to welcome him to the role.</p>	S Duffy	03/02/2009
<b>13. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
<b>36</b>	<p>Ms Stephenson advised members that nominations for a Service Improvement Lead are currently being taken and that there is network support available for anyone wanting to take this opportunity.</p> <p>Members wishing to express an interest are to email <a href="mailto:clair.irving@ycn.nhs.uk">clair.irving@ycn.nhs.uk</a> before Tuesday 3rd February 2009.</p>	All	03/02/2009

**Date of Next Meeting(s)**

Tuesday 3rd February 2009 2:00 pm  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Friday 20th March 2009 9:00 am  
Derwent Syndicate Room, Pavilions of Harrogate, Great Yorkshire Showground, Harrogate []

Thursday 18th June 2009 3:45 pm  
Conference Room, Field House, Bradford Royal Infirmary

Thursday 15th October 2009 2:00 pm  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital