

Present:

Mr A Henry	Airedale NHS Trust
Dr R Calvert	Bradford Teaching Hospitals NHS Foundation Trust
Mr J Gokhale	
Mrs H Hey	
Mr J May (Chair)	
Ms A Procter	
Ms T Wilcocks	
Dr A Verma	Calderdale and Huddersfield NHS Foundation Trust
Mr G Dyke	Harrogate and District NHS Foundation Trust
Dr A Cairns	Leeds Teaching Hospitals NHS Trust
Ms E Caruana	
Ms B Hallam	
Dr P Hatfield	
Mr J Hayden	
Dr S Kite	
Mrs K Smith	
Dr P Sahay	Mid Yorkshire Hospitals NHS Trust
Mr & Mrs A Smith	User Partnership Group
Dr J Turvill	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mr P Melling	
Ms F Stephenson	
Mr B Tinkler	
Ms F Halstead	Yorkshire Cancer Research Network
Ms C Moriarty	

Apologies

Dr A Buxton, Dr D Clements, Dr H Grabsch, Dr A Lowe, Ms H Roberts, Dr D Swinson, Ms L Verity

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
1	The action log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
2	J May updated the Group on the Pancreatic and Oesophago-gastric Cancer Educational Event held on 20th March, the feedback received shows the Event was very successful. E Jehan to circulate the evaluation report.	E Jehan	29.05.09
3	The Group agreed to hold the next Educational Event in Spring 2010, and to discuss the programme further at the June meeting. E Jehan to add to the next meeting agenda.	E Jehan	29.05.09

4. Children and Young Adults IOG and draft pathway			
Log No	Action	Lead(s)	Deadline
4	Sue Morgan and Dan Stark were unable to attend the meeting to discuss the Children and Young Adults IOG and draft pathway. E Jehan to invite S Morgan and D Stark to the June meeting.	E Jehan	29.05.09
5. Pathways for OG cancer			
5.1 Clinical pathway			
Log No	Action	Lead(s)	Deadline
5	F Stephenson tabled the Urgent Oesophago-gastric Cancer Pathway, comments received following the October meeting highlighted some concern in Leeds regarding staging, however the Group agreed the Pathway. Members were asked to contact F Stephenson (fiona.stephenson@ycn.nhs.uk) with any further comments by Friday 16th May.	All	16.05.09
6	F Stephenson advised the Group that the responsibility for signing off on Pathways now lies with the Commissioning Group, this would involve members of the Upper GI Group attending a Commissioning Meeting to present the Pathways.	N/A	N/A
5.2 Supportive Care & Patient Information pathways			
Log No	Action	Lead(s)	Deadline
7	T Wilcocks tabled the Upper GI Supportive Care and Patient Information Pathways which have been completed by the Nurses Group, these pathways will be made available on the YCN website once complete. T Wilcocks invited members of the Group to send comments to E Jehan (networkofficer@ycn.nhs.uk) by Friday 8th May for sign off at the Upper GI Specialists meeting on 14th May.	All	08.05.09
8	A Henry tabled the Supportive Care & Patient Information pathways. F Stephenson advised the Group that the quality criteria for the Supportive Care Pathway will be developed through the Steering Group/Lead Nurses Group. P Melling advised the Group that the Patient Information Pathways will be available electronically. A Henry to send E Jehan final pathways once complete for circulation to the Group.	A Henry/E Jehan	Ongoing

6. Peer Review 2009-2010			
Log No	Action	Lead(s)	Deadline
9	<p>F Stephenson gave a brief update on the Peer Review process, there is an emphasis on Trust Self Assessment and Internal Validation, for Trusts receiving visits, these will take place in March 2010. The deadline for Self Assessment is 31.08.09 and Internal Validation by 30.09.09.</p> <p>F Stephenson reported that the Group is currently on track with the collection of evidence, and key areas for the Group to work on will be:</p> <ul style="list-style-type: none"> • Updating the Clinical Guidelines; • Updating the Terms of Reference; • Identifying a Network audit; • Trials 	N/A	N/A
10	<p>The Group discussed the Peer Review process and questions were raised about Specialist Centres comparing cases being one of the measures, B Tinkler and F Stephenson agreed the MDT case comparison presentation at the Educational Event would be sufficient to meet this measure.</p> <p>E Jehan to circulate D Swinson's presentation to the Group.</p>	E Jehan	29.05.09
7. Clinical Guidelines update			
Log No	Action	Lead(s)	Deadline
11	<p>J May advised the Group that the Guidelines for the Management of Upper Gastro-Intestinal Cancer have been circulated for comments and are ready for sign off.</p> <p>The Group were advised that there will be further National Guidelines, these are likely to be published after the National Oesophago-gastric Audit concludes.</p> <p>F Stephenson invited the Group to submit comments on the Guidelines to fiona.stephenson@ycn.nhs.uk by Friday 29th May.</p>	All	29.05.09
12	<p>The Group discussed the chapter on Patient Centred Care/Palliative Care.</p> <p>F Stephenson informed the Group that Charlotte Rock, Palliative Care Group Chair had attended the October meeting to table the Network Palliative Care (End of Life) Pathway. It was suggested that the Group could adopt this Pathway for the Palliative Care chapter of the Guidelines, unless there is a need for the chapter to be specific to Upper GI.</p> <p>E Jehan to add the Network Palliative Care and the Specialist Palliative Care pathways to Chapter 7 of the Guidelines for the Management of Upper Gastro-Intestinal Cancer.</p>	E Jehan	N/A
13	<p>F Stephenson to contact D Swinson regarding the drafting of paragraph in Chapter 7, to make reference to Palliative Care in the MDT and NCAG guidance.</p>	F Stephenson	29.05.09

8. Service Improvement Lead			
Log No	Action	Lead(s)	Deadline
14	<p>F Stephenson informed the Group that the role of Service Improvement Lead for the Group has not been filled; a role description has been developed and support from the Network is available, other NSSGs have found having this role to be beneficial.</p> <p>B Tinkler advised the Group that each MDT should have a Service Improvement Lead, it may be appropriate for someone with this role in the MDT to also take on the role for the Group.</p> <p>D Swinson was identified as the Service Improvement Lead for the Central MDT.</p> <p>F Stephenson to contact D Swinson to invite him to take on this role.</p>	F Stephenson	29.05.09
9. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
15	<p>P Melling tabled the latest Cancer Waiting Times and advised the Group that the 1st quarter of the new years data (January-March) will be uploaded to the National Database by mid May.</p> <p>P Melling to update the Group on the new data at the next meeting.</p>	P Melling	18.06.09
10. National Oesophago-Gastric Cancer Audit			
Log No	Action	Lead(s)	Deadline
16	<p>P Melling updated the Group on the National Oesophago-Gastric Cancer Audit and advised that the Network still has work to do in comparison with other Networks across the country; the next deadline is mid May.</p> <p>The Group discussed difficulties with inputting data into the National database, especially Leeds need to retrospectively input over 600 cases since the start of the audit, and the need for support in doing this, Martin Waugh is currently adjusting PPM fields to help with this.</p> <p>H Hey advised Bradford have temporarily suspended data collection while the new CWT data is implemented. It is intended to recommence collection shortly.</p> <p>The Group agreed to produce a statement on behalf of the Network that the audit has been discussed and due to various circumstances the Group are struggling.</p> <p>P Melling to draft a statement from J May to send to the Information Centre.</p>	P Melling	29.05.09
11. YCRN update			
Log No	Action	Lead(s)	Deadline
17	<p>F Halstead tabled the latest YCRN recruitment data and advised the Group that the YCRN are currently developing their IT systems to be able to show referral pathways as feedback has highlighted a need for.</p> <p>F Halstead to update the Group at the next meeting.</p>	F Halstead	18.06.09

Upper GI Group : Actions of the meeting held on Tuesday 28th April 2009 2:00pm

11. YCRN update			
Log No	Action	Lead(s)	Deadline
18	<p>F Halstead updated the Group on the Peer Review research measure; the YCRN will provide each MDT, on a quarterly basis with a portfolio of trials subdivided into local and Network portfolio's along with contact details to aid cross Trust referral for clinical trials, and will allow the reporting and agreement of a local trial list.</p> <p>Once the YCRN have confirmed a research representative for each MDT, they will receive a booklet of portfolio studies, it is aimed to send this out mid June.</p>	N/A	N/A
12. Any Other Business			
Log No	Action	Lead(s)	Deadline
19	<p>► Network Audit</p> <p>J May advised the Group that they do not have a definitive Network Audit defined for Peer Review agreed.</p> <p>The Group discussed a number of ideas for an Audit.</p> <p>The group agreed to develop a proposal for a Network Audit over 6 months on PET CT requests and whether this affected staging and treatment decisions.</p> <p>P Melling and J May to develop a proposal on the Audit.</p>	P Melling & J May	29.05.09
20	<p>P Sahay informed the Group of several problems with the Mid Yorkshire Upper GI MDT and asked for any ideas on how to move forward.</p> <p>B Tinkler advised in the first instance a meeting with Maria Hayes, Lead Manager at Mid Yorkshire, would be the best way forward.</p>	N/A	N/A

Date of Next Meeting(s)

Thursday 12th November 2009 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 19th January 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 8th June 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 18th November 2010 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital