

**Actions of the meeting held on  
Thursday 12 November 2009, 14:00**

**Yorkshire Cancer Network**

**Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital**

**Present:**

Mr A Henry	Airedale NHS Trust
Dr R Calvert	Bradford Teaching Hospitals NHS Foundation Trust
Dr S Cheeseman	
Ms A Fletcher	
Dr C Kay	
Mr J May (Chair)	
Ms A Procter	
Dr A Verma	Calderdale and Huddersfield NHS Foundation Trust
Dr A Cairns	Leeds Teaching Hospitals NHS Trust
Dr H Grabsch	
Mr J Hayden	
Dr K Naik	
Professor M Seymour	
Dr D Swinson	
Dr P Sahay	Mid Yorkshire Hospitals NHS Trust
Ms L Verity	
Dr J Turvill	York Hospitals NHS Foundation Trust
Mr S Duffy	Yorkshire Cancer Network
Miss E Jehan	
Mr P Melling	
Ms F Stephenson	
Ms F Halstead	Yorkshire Cancer Research Network
Ms C Moriarty	

**Apologies**

Dr M Denyer, Ms W Markey, Dr S Shah, Mrs K Smith, Ms T Wilcocks, Ms H Wordsworth

<b>1. Welcome</b>			
Log No	Action	Lead(s)	Deadline
21	John May welcomed the Group to the meeting.	N/A	N/A

  

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
22	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A

<b>3. Matters arising</b>			
<b>3.1 Peer Review Internal Validation &amp; preparation for Visits</b>			
Log No	Action	Lead(s)	Deadline
23	<p>Fiona Stephenson updated the Group on the recent Peer Review Internal Validation; feedback from key members of the Group involved in the Internal Validation of the Upper GI NSSG has been positive and the Group will be visited in March.</p> <p>The Group were informed of a recent change to the Upper GI Peer Review Measures; a Dietician is now a core member of the SMDT.</p> <p>To update the Group at the next meeting.</p>	F Stephenson	19.01.2010
<b>3.2 Service Improvement Lead</b>			
Log No	Action	Lead(s)	Deadline
24	<p>Fiona Stephenson reported that she had approached Daniel Swinson regarding him taking on the role of Service Improvement Lead following the last meeting and needed to follow up with him.</p> <p>To contact Daniel Swinson.</p>	F Stephenson	26.11.2009
<b>3.3 National Oesophago-Gastric Cancer Audit</b>			
Log No	Action	Lead(s)	Deadline
25	<p>Philip Melling presented the second National Oesophago-Gastric Cancer Audit, the final report will be published next year. The deadline for uploading data is February 2010 (for patients diagnosed 2007 - 2009).</p> <p>Jeremy Hayden reported submitting data for Leeds.</p> <p>It was clarified that Trusts should only be inputting data for patients diagnosed in their Trust.</p> <p>Trusts to submit local data.</p>	All	February 2010
<b>4. Guidelines for the Management of Upper Gastro-Intestinal Cancer</b>			
Log No	Action	Lead(s)	Deadline
26	<p>The Group agreed a 2 yearly review of the Guidelines and for amendments to be made as and when they are needed.</p> <p>Fiona Stephenson reported that a question raised from the Peer Review Internal Validation process was how is it documented that the Guidelines are being followed across the Network, and what processes do the Group have in place to ensure the Guidelines are being followed? The Group agreed this is a possible area to audit in the future.</p> <p>To discuss further as a possible audit topic at the next meeting.</p>	All	19.01.2010
<b>5. Audit</b>			
Log No	Action	Lead(s)	Deadline
27	<p>The Group discussed possible audit topics and agreed to undertake an audit of Oesophago-gastric patients staged as node negative going straight to surgery without having neoadjuvent treatment.</p> <p>To develop audit protocol and take forward.</p>	P Melling	26.11.2009

<b>6. Nurses Update</b>			
Log No	Action	Lead(s)	Deadline
28	<p>Amanda Procter updated the Group on the Nurses Group; the Upper GI &amp; Pancreatic Nurses Group has recently restructured to form the Upper GI Specialists and the HPB Specialists Groups, both Groups meet on a 6 monthly basis with 3 monthly teleconferences and have extended their membership to include AHPs.</p> <p>Terms of Reference and a Work Programme are in place for the Group.</p> <p>The Group have produced a New Members pack which was highlighted as an area of good practice at the recent Peer Review Internal Validation Panel.</p> <p>The Group are currently looking at post operative feeding practice.</p> <p>York have a new CNS in post, Calderdale &amp; Huddersfield are currently advertising a post and Kate Smith (LTHT) has been seconded to the post of Oncology Matron for 6 months; cover is planned but not yet in place.</p> <p>To continue to provide regular updates to the Group.</p>	Upper GI Specialists	Ongoing
29	To circulate the Upper GI & HPB Specialists New Members pack to the Group for information.	E Jehan	26.11.2009
<b>7. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
30	<p>Philip Melling presented the latest CWT data to the Group and reported Q2 data has recently been published and will be circulated following the meeting.</p> <p>To circulate Q2 data.</p>	P Melling	26.11.2009
31	To continue to provide regular updates to the Group.	P Melling	Ongoing
<b>8. YCRN update</b>			
Log No	Action	Lead(s)	Deadline
32	<p>Fiona Halstead presented the YCRN Performance Report circulated with the meeting papers.</p> <p>To continue to provide regular updates to the Group.</p>	F Halstead	Ongoing
<b>9. Educational Event</b>			
Log No	Action	Lead(s)	Deadline
33	<p>John May informed the Group that Professor Murray Brennan, former Chief of Surgery at Memorial Sloan-Kettering Cancer Centre will be visiting Leeds on 3rd February 2010 and it was proposed to plan the Groups joint Educational Event (with the Pancreatic Group) for this day and ask Professor Brennan to be the key note speaker.</p> <p>To follow up with Conrad Beckett and Abezar Sarela.</p>	J May	26.11.2009

<b>9. Educational Event</b>			
Log No	Action	Lead(s)	Deadline
<b>34</b>	<p>► Post meeting note:</p> <p>Following the meeting Peter Lodge informed the Pancreatic Group that a draft programme has already been developed and the Pancreatic Group felt it to be too LTHT based and not appropriate for the Groups to adopt as their main Educational Event.</p> <p>The Pancreatic Group agreed to set a date in May for the Educational Event and begin drafting a programme.</p> <p>To discuss further at the next meeting.</p>	All	19.01.2010
<b>10. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
<b>35</b>	<p>► User Involvement &amp; Patient Information Lead</p> <p>Aidan Henry volunteered to take on the role of User Involvement &amp; Patient Information Lead whilst Kate Smith is on Secondment.</p> <p>To make changes to the Group membership.</p>	E Jehan	26.11.2009
<b>36</b>	<p>► Mid Yorkshire Upper GI MDT</p> <p>Pulak Sahay updated the Group on the Mid Yorkshire Upper GI MDT; a Histopathologist is now in place and attends the MDT and Radiologists are now part of the core membership and will attend the MDT, this will take place from 1st December when Mid Yorkshire joins the Central MDT via video link.</p> <p>To continue to provide regular updates to the Group.</p>	P Sahay / Mid Yorkshire representative	Ongoing
<b>37</b>	<p>► York Upper GI MDT</p> <p>James Turvill reported problems with video link in Leeds; this was raised at the Peer Review Internal Validation Panel as a concern and the Network Board has written to the Chief Executive at York Hospital requesting a response and action plan.</p> <p>To continue to provide regular updates to the Group.</p>	J Turvill / York representative	Ongoing
<b>38</b>	<p>► User Involvement</p> <p>Alan and Dorothy Smith raised concerns about their involvement in the Group and how best to feed their comments and queries in.</p> <p>Fiona Stephenson advised contacting the User Involvement &amp; Patient Information Lead (formerly Kate Smith and now Aidan Henry), attending the Specialists Groups and suggested they could meet with the YCN prior to the next meeting to go through the agenda.</p> <p>To approach Alan &amp; Dorothy Smith prior to the next meeting to offer support.</p>	A Henry / Upper GI Specialists Group / YCN	12.01.2009
<b>39</b>	<p>► Translational Research Studies within Upper GI Trials</p> <p>Heike Grabsch updated the group on the compliance of Trusts with the block and slide shipment which is part of the translational studies incorporated into the OE05 and ST03 trial. John May confirmed the support of the Network for this part of the clinical trials. Heike Grabsch to discuss with research nurses and pathologists how the material retrieval process can be improved.</p> <p>Heike Grabsch to discuss with research nurses and pathologists how the material retrieval process can be improved.</p>	H Grabsch	12.01.2010

<b>10. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
40	To update the Group at the next meeting	H Grabsch	26.11.2009
<b>11. Date and time of 2010 meetings</b>			
Log No	Action	Lead(s)	Deadline
41	The Group agreed for the meeting planned for January 19th to be held in Bradford.  To change venue.	E Jehan	26.11.2009

**Date of Next Meeting(s)**

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  
Conference Room, Field House, Bradford Royal Infirmary

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