



Meeting: Radiotherapy Expert Advisory Group
Date: 11 May 2018
Time: 2.00 - 4.00pm
Venue: Evolve Business Centre

Present:	Name:	Initials
	Tony Branson, Alliance Clinical Lead, Cancer Alliance	TB
	Kevin Burke, Head of Radiotherapy Physics, South Tees	KB
	Alison Featherstone, Alliance Manager, Cancer Alliance	AF
	John Frew, Consultant Clinical Oncologist, Newcastle	JF
	Claire Huntley, Interim Radiotherapy Manager, South Tees	CH
	Lisa Jordan, Service Specialist, NHS England	LJ
	Susan Lamb, Acting Directorate Manager, Newcastle	SL
	Laura Mackenzie, Stereotactic Radiographer, Newcastle	LM
	Adrienne Moffett, Alliance Delivery Manager, NCA	AM
	Steve Mattock, Head of Radiotherapy Physics, North Cumbria	SM
	Ian Pedley, Consultant Clinical Oncologist and Cancer Service Lead, Newcastle	IP
	Karen Pilling, Clinical Lead Sup, Newcastle	KP
	Suzanne Stanley, Radiotherapy Services Manager, North Cumbria	SS
	Hans Vander Voet, Consultant Oncologist Radiotherapy Lead, James Cook Hospital	HV
	Chris Walker, (Chair) Head of Radiotherapy Physics, Newcastle	CW
In Attendance	Laura Lund, Business Support Assistant, NCA	LL
Apologies:	Sharon Driver, Newcastle	SD
	Anil Kumar, North Cumbria	AN
	Jonathan Slade, Deputy Medical Director and Responsible Officer, Cumbria and the North East	JS

MINUTES

	Lead	Enclosure
1. INTRODUCTION		
1.1 Welcome and Apologies CW welcomed all to the meeting and introductions were made. Apologies were noted as above.		
1.2 Declarations of Conflict of Interest There were no declarations of conflict of interest made.		
1.3 Minutes of the previous meeting (24 November 2017) Minutes of the previous meeting were accepted: SM – surname spelt wrong on last minutes		Enc 1
1.4 Matters arising <ul style="list-style-type: none"> North Cumbria Update – Oncology/Radiotherapy Provider Changes Outline case going to NHSI Resource Committee on 15th May 2018, nothing other than the 1:50 plans will happen until after the meeting, if agreed at the meeting then work will begin. An alternative service model is being looked at due to 		

the number of oncologists now available.

IMRT is in progress for Lung and Prostate, due to start work on Bladder.

Audit of IMRT at North Cumbria was asked for by Kim Fell: How is this progressing? LJ to be sent audit information, this will be sent to the national team and will forward on to Kim Fell. Guidance to be sought by LJ on who is to assess the audit results.

LJ

As a group need to look at standard across the area, audit to be a network decision. The group felt locally South Tees would be able to conduct the audit as they are independent of the process.

- **Intraoperative Radiotherapy**

This is not routinely commissioned, discussion amongst group. IDP – imperative that R/T clinicians lead on this and give guidance to surgeons

- **Papillion**

Looking to develop a Papillion Therapy Service, need to know where this is going to be situated, will this be a shared service. HVV – James Cook is interested in this development and has a member of staff trained. Nick Wadd and Tim Simmons are to assess the demand for a service. To be possibly shared between James Cook/Newcastle.

NHS England is developing a policy on this, will be going to panel in July, then 90 day consultation after that. Evidence review on its way.

- **Modernisation Plan**

- Funds remaining to be used on new planning systems – JC requires one.
- All providers have received 1 new LA
- Newcastle were unable to sign off for a second but will qualify within 18/19
- North Cumbria will also qualify in 18/19 but will not have a building ready for installation. The national process is problematic as lead time to install machines not taken into account. LJ is to feed this to Kim Fell.

The requirement for enabling IT is recognised. Funding has not been released with James Cook planning to bid for an expansion of the existing planning system.

1.5 Terms of Reference

- Review and sign off

TB explained about Terms of Reference, Group discussed

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the draft terms of reference and the following was agreed:

- Part of Northern Cancer Alliance Expert Advisory Group for Radiotherapy
- Membership to be expanded to included:
 - Member from specialised commissioning.
 - Representative from each staff group for each provider
- To be quorate member present from each provider.

2. AGENDA ITEMS

2.1 Activity/Cancer Waiting Times

Newcastle and North Cumbria shared KPI – attached on to minutes

South Tees – To be discussed at next meeting

2.2 IMRT implementation and uptake

Newcastle – 47% of radical

Cumbria – Jan – March avg = 27% (lung & prostate)

South Tees – 65% of radical

2.3 Cancer Alliance Update

• Transformation Bid

Northern Cancer Alliance has been successful with the bids that they have submitted for funding, areas agreed were Early Diagnosis and Living with and Beyond Cancer.

TB discussed with the group about information from Health Education England, any issues/concerns regarding workforce to be sent to TB

TB

2.4 Much Greater than Intended Advice – Local Error Margin

Agreed by group to take off agenda.

2.5 Radiotherapy Service Specification

- Radiotherapy Board Set up

Discussed the possibility of a Radiotherapy Board, whom is the board responsible to/report to?

Agreed an Alliance wide format for the common protocols – by next meeting 20 July 2018, AM to contact quality leads in 3 centres:

- Andy Clarke - NUTH
- Kevin Burke – James Cook
- Sharon Sprigham - NCUH

AM

Bring to next meeting with prostate protocol identified as first to be drafted. Site specific clinicians to be consulted on the content.

AM/AF

Draft ToR for a Network Board by next meeting

AM

AM gave presentation on Rare Cancer Radiotherapy Activity 2016-17 copy attached with minutes. Please feedback on individual provider numbers.

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2.6 Prostate protocol – Network Wide

To be discussed at next meeting

2.7 Tariff Coding

CW - coding is now out of step with new techniques and suggested R/T managers meet to ensure consistency of recording across the region. Nationally there is no recognition of complexities and associated tariff – both being looked at nationally.

LJ informed the group that there is a process to request payment through the NHS portal.

SS shared some centres are now on block contracts.

3. STANDING ITEMS

3.1 Staff Vacancies

Cumbria:

Radiographer

2 WTE x Band 5 Posts filled

3 Vacancies still outstanding

Medical Physics

1 x Band 7 WTE appointed starting September

Oncologist

3 vacancies and 1 long term sick

South Tees:

No Radiotherapy Manager

2 WTE x Band 5 post starting September/October

Business case has been put forward for more staff

Medical Physics

fully staffed, but have vacancy for Quality Manager

Newcastle:

Currently down 5 staff, (advert for 1 WTE)

JF

LJ is to flag the problems encountered

Discussed the possibility of new apprentice opportunities within the departments – providers to train on the job, disadvantage would mean having to give up post for Workforce planning document to be forwarded

Group discussion about NHS England not commissioning Training, CRUK report is out and this is being reviewed.

Action – Sarah Hamilton from HEE (and) working on the cancer workforce with the NCA is to meet with R/T service

managers

3.2 SRS

Questionnaires are given to patients at the beginning, 6 months and then full feedback at 12 months, feedback has been poorer from the 12 months questionnaire as expected due to the nature of the disease.

AF concerns about the expected numbers should be made accessible across the region.

3.3 Intraoperative Radiotherapy

Discussed earlier in the meeting, under section 1.4

3.4 Innovation for Sharing

JCUH have the new "Clarity" system for installation within the next couple of weeks, also looking at investing in surface guiding system, if this is possible then will be ordered within next 6-8 weeks

3.5 Proton Beam Therapy (PBT)

Activity at the Rutherford centre in Bedlington not commissioned by NHS England.

Concern expressed that pressure may occur from the press as currently patients have travel outside UK for Proton therapy funded by NHS England.

JF pointed out that there are no oncologists in the alliance with sufficient training or experience to deliver PBT

Group to Consider the threats and opportunities

NHS Wales have commissioned Proton Partners International who delivered their first proton treatment in April 2018.

3.6 SABR CtE

Discussion took place with those present at the meeting, date to be arranged for a joint meeting, programme due to end September 2018, this has been running for 3 years, looking to bring evaluation forward to early Autumn.

Discussion amongst the group took place.

3.7 Superficial X-Ray Treatment (SXT) (Watching Brief)

TB has attended the skin Expert Advisor Group and discussed his findings with the group, asked at the meeting if they wanted to keep it or lose it, some were more agreeable than others about this

<p>Regional audit of Skin Cancer to take place, CW to speak to Leeds about their service as we understand they no longer have a SXT machine.</p>	<p>CW</p>	
<p>3.8 Clinical Reference Group Feedback To be discussed in more detail at next meeting; where to go with MR Planning (not Specialised Commissioning)</p>		
<p>3.9 PPV Feedback (Watching Brief) Group to think about what is required from the patient voice, to bring to next meeting; this will be done across all the groups. AF suggested that one of the lay members of the alliance board might join the group</p>		
<p>3.10 Governance None, to be discussed at the next meeting</p>		
<p>3.11 Any Other Business Cervix Brachytherapy, Newcastle have the capacity to treat 3 patients a day, James Cook have the capacity to treat 2 per day, agreed reciprocal arrangements could be made amongst the group.</p> <p>There is currently no Radiotherapy Service Manager at Middlesbrough, appointment for the post has been advertised as Band 7 Business Manager; group agreed that it should be a Radiotherapy Lead in the post.</p> <p>A request was made; would it be possible for the group to provide a statement, expression their concerns – all questions/concerns to be forwarded to CW</p>	<p>CW</p>	
<p>3.12 Future Meeting Dates Friday 20th July 2018, 2.00 – 4.00, Evolve Friday 26th October 2018, 2.00 – 4.00, Evolve</p>		
<p>4. MEETING CLOSE CW closed the meeting.</p>		

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