

Meeting:	Gynae Expert Advisory Group		
Date:	8 December 2017		
Time:	2.00pm – 4.00pm		
Venue:	Evolve Business Centre		
	Janet Butcher, Gynae-Oncology Support, UHND		JB
	Jeremy Twigg, Consultant Gynae Oncology (Chair)		JT
	Talal Mansy, Oncologist, South Tees		TM
	Sharon Clark, CNS, NTH/UHH		SC
	Jo Mackintosh, Project Manager, Cancer Alliance		JM
	Robyn Lynch, Nurse Specialist, Gateshead		RL
	Jo Nunn, Patient Representative		JN
	Jane McNeil, CNS, JCUH		JMc
	Suma Kodiathodi, Consultant, NTUH		SK
	Janet Pickering, CNS, NCCC/RVI		JP
	Sheila Pearson, Consultant, North Cumbria		SP
	Partha Sengupta, Consultant Gynaecologist, CDDFT		PS
	Tony Sproston, Consultant Gynaecologist, Northumbria Healthcare		TS
	Raj Naik, Gateshead		RN
	Kath Wall, Patient and Carer Representative,		KW
In Attendance	Karen Dunn, Business Support Assistant, Cancer Alliance		KD
	Anne Richardson, Service Improvement Lead, Cancer Alliance		AR
Apologies	Tony Branson, Medical Director, Cancer Alliance		TB
	Katie Elliott, CRUK GP Lead, Cancer Alliance		KE
	Helen Manderville, CNS, Gateshead		HM
	Ghazia Shaikh, Newcastle Hospitals		GS
	Michelle Russell		MR
	Nicholas Matthews, Consultant, Sunderland		NM
	Julie Thomas, CNS, North Cumbria		JTh
MINUTES			
1.	INTRODUCTION	Lead	Enc
	1.1 Welcome and Apologies		
	JT welcomed all to the meeting, apologies listed above.		
	1.2 Declaration of conflict of Interest		
	No declarations of conflict of interest were made.		
	1.3 Minutes of the previous meeting 12.05.17		Enc 1
	Minutes agreed as a true and accurate record.		
	1.4 Matters arising		

		<ul style="list-style-type: none"> • Equity of access to radiotherapy - update 		
		<p>TB was unable to attend the meeting but asked that the following update be shared with the group:</p> <p>Sandeep Singhal continues to attend Cumbria and supervise external beam RT there, cervix brachy therapy for Cumbria patients is given at NCCC.</p> <p>SP confirmed that new equipment for Carlisle was expected to arrive the following week.</p> <p>Equity of access to radiotherapy – update, it was agreed this would be a standing Agenda item.</p>	KD	
		<ul style="list-style-type: none"> • 2 ww referral form 		
		<p>The group was asked to consider the new draft 2ww referral proforma.</p> <p>The following comments were noted:</p> <ul style="list-style-type: none"> • Needs to be a 1 page document • Patient details need to be near the top • Smaller box for reason for referral • Amend the form to make it impossible to move on until the date of referral has been completed <p>Further comments to be forwarded to Katie Elliott katieelliott@nhs.net as soon as possible.</p> <p>JT Chair of the group signed off the document.</p>	All	
		<ul style="list-style-type: none"> • Gynaecological Sarcoma - update 		
		<p>The group discussed the Gynaecological Sarcoma guidelines and noted feedback had been sent to the Sarcoma Group. Guidelines had been ratified and signed off and were now ready to use.</p> <p>Issues with the Sarcoma group signing off the gynae guidelines were noted.</p> <p>Following discussion it was noted MDT comments on their MDT decision box were not consistent with what was in the guidelines.</p> <p>The Sarcoma guidelines were now live and on the Cancer Alliance website.</p>		

		<ul style="list-style-type: none"> • Follow up Guidelines – verbal update 		
		<p>HM was unable to attend the meeting but asked that the following update be shared with the group:</p> <p>Local teams will be working towards implementation of the new guidelines. The EAG is a forum for teams to share their progress and learning from implementation. We also need to consider if there are any audit opportunities or data collection opportunities so that we can share processes and learning nationally.</p> <p>TS Gave a brief overview of follow up guidelines for those people new to the group.</p> <p>This remains a work in progress and will remain on Agenda</p> <p>Agenda Item for next meeting - Patient follow up guidelines post radiotherapy</p>	<p>KD</p> <p>KD</p>	
		<ul style="list-style-type: none"> • Vice Chair - update 		
		<p>It was noted Partha Sengupta had submitted an expression of interest in relation to the vice chair position. This was endorsed by the group.</p>		
2.	AGENDA ITEMS			
	2.1	Cancer Alliance Update		
		<ul style="list-style-type: none"> • Cancer Alliance Workplan <p>The delivery plan for the Cancer Alliance had been condensed into a plan on a page; this is now accessible via the website.</p> <p>http://www.necn.nhs.uk/wp-content/uploads/2014/04/Cancer-plan-on-a-page-FINAL.pdf</p> <ul style="list-style-type: none"> • Secondary Prevention <p>TB was unable to attend the meeting but asked that the following update be shared with the group:</p> <p>Work is ongoing with this and an audit of recording of patients' smoking status is being carried out.</p> <ul style="list-style-type: none"> • Terms of Reference <p>It was noted Terms of Reference had been amended and was now a standardised template for all Expert Advisory Groups. Each group should give consideration to their membership and level of quoracy. Following discussion the following changes were noted:</p>		

	<p>Membership Representative from each Trust Clinical oncology and medical oncology representative GP Radiology Histopathology Patient representative Locality reps – need clarification who these are Admin support Clinical Lead – Cancer Alliance</p> <p>Specific Roles Not to use the word ensure, this was to be changed to promote.</p> <p>Quorum: It was noted the minimum requirement for quoracy to be achieved was attendance of 75% of core members who provided a service. It was agreed Cancer Unit Leads should be informed that representation at each meeting was required.</p> <p>It was agreed, as a group there was a need to write to all Medical Directors across the Region regarding the attendance of nurses and medical staff to at least one Expert Advisory Group per year, it was suggested this should possibly be part of their mandatory appraisal.</p> <p>Frequency of Meetings JT to contact Alison Featherstone, a.featherstone@nhs.net regarding frequency, ownership and purpose of the group going forward.</p> <p>Ownership of Group Projects and Initiatives The group agreed more data orientated meetings would be beneficial. AR reminded the group that they had agreed to meet twice a year, one meeting to be a business meeting and the other to share their data and audits, including data presented by Linda Wintersgill, Information Manager, Cancer Alliance. The Group noted the next Learn and Share event would be held on Friday 8 June 2018.</p> <p>Following prolonged discussion of the above it was acknowledged there were a number of concerns regarding the Terms of Reference which needed to be addressed. JT agreed to contact Adrienne Moffett adriennemoffett@nhs.net and Tony Branson tony.branson@nhs.net from the Cancer Alliance in this respect.</p>	<p>JT</p> <p>JT</p> <p>JT</p> <p>JT</p>	
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	2.2	Clinical Guidelines		
		Following a lengthy discussion the group could not agree the purpose of the clinical guidelines, as National Guidelines were easily accessible and they questioned if the document was worth pursuing. The Cancer Alliance was to be informed agreement could not be reached, therefore, this item could not be taken forward.	JT	
3		STANDING ITEMS		
	3.1	Clinical Governance Issues		
		Concerns were raised regarding the following: <ul style="list-style-type: none"> • Radiotherapy toxicity follow up NCC • Cessation of follow up for medical oncology patients These issues would be raised with TB as Clinical Lead for the Cancer Alliance. Agenda item for next meeting – Cancer Alliance Clinical Leadership Group.	JT KD	
	3.3	Any other business		
		The group noted the next meeting would be a Learn and Share event. Any Audits or presentations for inclusion on the Agenda should be forwarded to Soraya Najafi soraya.najafi@nhs.net at the Cancer Alliance. For information, standing agenda items included: <ul style="list-style-type: none"> • Performance reporting • NIHR Research Presentation • Living with and beyond cancer update 		
		Meeting dates		
		<ul style="list-style-type: none"> • Friday 8 June 2018, 1.00pm – 4.00pm, Evolve Business Centre, Houghton le Spring • Friday 7 December 2018, 2.00pm – 4.00pm, Evolve Business Centre, Houghton le Spring 		

Contact

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