



Meeting:	Gynae Expert Advisory Group	
Date:	7 December 2018	
Time:	2.00pm – 4.00pm	
Venue:	Evolve Business Centre	
	Caroline Bell, Specialist Nurse Gynae Oncology, North Cumbria	SB
	Tiegan Coady, Student Nurse, North Cumbria	TC
	Sarah Hamilton, Health Education England, Waterfront 4	SH
	Ibraheem Hammodi, Consultant OG, Northumbria	IH
	Robyn Lynch, Nurse Specialist, Gateshead	RL
	Nicholas Matthews, Consultant, Sunderland	NM
	Jo Nunn, Patient Representative	JN
	Sheila Pearson, Consultant, North Cumbria	SP
	Nithya Ratnavelu, Consultant, Gateshead	NR
	Partha Sengupta, Consultant Gynaecologist, CDDFT	PS
	Julie Thomas, CNS, North Cumbria	JTh
	Jeremy Twigg, Consultant Gynae Oncology (Chair)	JT
	Kath Wall, Patient and Carer Representative,	KW
	Linda Wintersgill, Information Manager, NCA	LW
	Angela Wood, Clinical Lead, NCA	AW
In Attendance	Laura Lund, Business Support Assistant, NCA	LL
Apologies	Christine Ang, Consultant Gynaecological Oncologist, Queen Elizabeth Hospital	CA
	Janet Butcher, Macmillan Gynae Oncology Support Nurse, CDDFT	JB
	Yvette Drew, Consultant Medical Oncologist, NICR	YD
	Michelle Russell, NUTH	MR
	Ghazia Shaikh, NUTH	GS
	Berni cardy, Gynae Oncology Nurse Specialist, South Tyneside Health Care Trust	BC

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 8.12.17 (Draft)		Enc 1
	Minutes agreed as a true and accurate record by those present at the meeting,		

	1.4 Matters arising		
	<ul style="list-style-type: none"> • Follow-up guidelines post radiotherapy 		
	To be discussed with CCollard (CC), about being on agenda.		
	<ul style="list-style-type: none"> • Clinical Governance Issues 		
	<ul style="list-style-type: none"> ○ Radiotherapy toxicity follow up NCC ○ Cessation of follow up for medical oncology patients <p>To be discussed with CC, about being on agenda.</p>		
2.	AGENDA ITEMS		
	2.1 Clinical Guidelines – For ratification		
	<p>Guidelines have been reviewed and suggested amendments shared via e-mail with the EAG members on 29/11/18. As requested by JT. JT merged the comments into three documents.</p> <p>Requested EAG review the changes prior to the meeting in order to be ratified at the meeting.</p> <p>Guidelines discussed, asked to be typed up live at the meeting, sections have been agreed, these were done by LW.</p> <p>Agreed updates to the Master clinical guidelines document to be made following the meeting by CC, to be forwarded to JT to be agreed.</p> <p>It was agreed that Gynaecological Oncology Expert Advisory Group Survivorship Initiative information will be incorporated into the guidelines as an appendix at the end. Query section to be completed and final version to be forwarded</p> <p>Agreed by the group to review these guidelines on an annual basis.</p>	CC	
	2.2 Terms of Reference		
	<p>Agreed by the group to be uploaded on to the Website, will need to look at the extended area of the group, but have been agreed. These to be reviewed annually.</p> <p>The group 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.</p>		
	2.3 EAG Audit		
	Discussed amongst group, The Group agreed the next		

	<p>Learn and Share event would be held on Friday 7 June 2019. Presentations to be given. JT to look at collating agenda and meeting.</p> <p>NR and LW have agreed to give presentations at the audit event on 7th June 2019, others to be arranged by JT Audit in Pathology to be included.</p>		
2.4	Inter-provider transfer		
	<p>LW explained to the group about what the inter-provider transfer forms and why they had been sent to the chairs. What is the essential information that is needed to help with the transfer of patients between trusts.</p> <p>To be resent back to JT/NR, these will be discussed with MDT Coordinators</p>	LW	
2.5	Gynae Pathway (Gaps in service)		
	<p>Sarah Hamilton to attend to discuss</p> <p>We are aware that workforce gaps exist across the gynae pathway – we have been approached by Dr James Limb with a proposal to develop specialist roles in both Urogynaecology, and in Colposcopy/Hysteroscopy/Gynae cancer diagnostics.</p> <ol style="list-style-type: none"> 1 Would you identify this as the top workforce priority in this pathway? <ul style="list-style-type: none"> • Yes in all areas. 2 What other workforce gaps would you prioritise and what training would meet those gaps? <ul style="list-style-type: none"> • Radiology • Pathology • Gynae Oncology <p>PS to discuss this with Dr James Limb</p>		
2.6	Gynaecological Oncology MDT - Presentation		
	<p>Presentation delivered by NR to group, about findings within the establishment, there has been improvements within MTD's - copy of presentation to be provided to the group for information.</p> <p>JT/NR to discuss what has been happening in the north to look at adopting within the South.</p>	JT/NR	

		National Standards Guidelines are looking to be out by April 2019. At request of MDT		
	2.7	Advanced Ovarian Cancer Pathway - Presentation		
		Presentation delivered by NR to group,- copy of presentation to be provided to the group for information. At request of MDT		
3		STANDING ITEMS FOR PERFORMANCE		
	3.1	Performance Reporting <ul style="list-style-type: none"> ○ Cancer Waits ○ Cancer Dash Board ○ COSD ○ Patient experience report ○ National Audits <p>To be forwarded to the group after the meeting for information and feedback to be given to LW</p> <p>To present performance information at Audit meeting in June 2019.</p>	LW	
4		STANDING ITEMS		
	4.1	Cancer Alliance Update		
		Nothing to update. No funding for 19/20 has been agreed.		
	4.2	CNS Update		
		Already discussed in 2.1		
	4.3	Clinical Governance Issues		
		No Clinical Governance Issues raised		
	4.4	Equity of access to radiotherapy		
		Not discussed.		
	4.5	Any Other Business		
		None		
		Meeting Dates: 7 June 2019, 2.00-4.00, Evolve Business Centre 6 December 2019, 2.00-4.00, Evolve Business Centre		
5.		MEETING CLOSE		

Contact

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