

TRUST LEADS BOARD MEETING

Minutes of the meeting held on
14th September 2015, Humphrey Booth Lecture Theatre 1, SRFT

In attendance:

Name	Trust
Tom Pharaoh (TP)	Manchester Cancer
Simon Hargreaves (SH)	Bolton
Janet Keegan (JK)	Bolton
Adrian Hackney (AH)	Trafford CCG
Hodan Noor (HN)	Manchester Cancer
Elaine Blower (EB)	Lead research Nurse, The Christie
Janet Irvine (JI)	WWL
Julie Fletcher (JF)	WWL
Debbie Ashforth (DA)	Pennine
Zoe Nichol (ZN)	Pennine
Bev Meenan (BM)	Stockport
Dominic McGaw (DM)	SRFT
Marie Hosey (MH)	Christie
Ian Welch (IW)	UHSM
Jo Humphrey (JH)	Macclesfield
Louise James (LJ)	UHSM
Caroline Culverwell (CC)	Stockport
Laura Elliott (LE)	CMFT
Jan Smart (JS)	Tameside
Julie Emerson (JE)	Christie/SRFT
Rebecca Price (RP)	Manchester Cancer
<i>Jane Ashworth</i>	<i>Manchester Cancer (Minutes)</i>
Apologies Received	
Lisa Galligan-Dawson	Bolton
David Wright	Christie
Alison McCarthy	PAT
Delyth Owen	Mid Cheshire
Ann Dingle	Mid Cheshire
Maryna Lewinski	Stockport

AGENDA ITEM

1. Welcome and introductions

2. Minutes of the last meeting on 16/07/2015

BM pointed out that the action under Item 6 'BM to supply data to MH' regarding gaps in

oncological cover was incorrect. Any trusts with issues of oncological cover at MDTs raised at peer review should contact MH marie.hosey@christie.nhs.uk with details.

The minutes were agreed to be an accurate record.

3. Cancer Waiting Times Pathways

- **Cancer validation standard operating procedure update**

As the Cancer Managers have not met since the last Trust Leads Board Meeting, an update will be presented at the next trust Leads Board Meeting on 19th November.

However MH did inform the group that following the Trust Leads Meeting in July, the Cancer Managers met with Nigel Coomber, Director of the Intensive Support Team, who is very supportive of their work.

- **Greater Manchester Improvement Plan**

Paper 2, submitted to the Trust Leads Board, was created by The Christie. AH pointed out that all trusts need to respond individually to the 8 key issues.

The development of SOP is still ongoing.

AH mentioned that NHS England have asked Pennine for a recovery plan.

ACTION: AH to check and confirm

- **Pennine internal professional standards**

Written by Roger Prudham. This will be an item on the next agenda when Roger is available to discuss.

4. Roll out of recovery package

Presentation by Hodan Noor, on behalf of Wendy Makin.

HN explained the interventions that make up the Recovery Package:

- 1) Holistic Needs Assessment (HNA) and care planning
- 2) A treatment Summary
- 3) Health & Wellbeing clinics

HN told the Board that the LW&BC pathway board are working together to develop guidance and are also looking at costings for Health & wellbeing clinics, as these are a great opportunity to develop patients' skill sets and self management etc. All information will be made available.

With regards to the 'End of Treatment Summary', Macmillan have developed a template for consultants to use.

One other element of the recovery package is the Cancer Care Review, which HN

explained is the responsibility of GP's. The MCIP project is involved in developing this aspect.

The next steps: trusts need to assess their own level of engagement with the Recovery Package. HN will be carrying out an audit in December.

It is vital to identify what resources are needed as this will provide an opportunity for discussion with commissioners.

TP told the Board that Manchester Cancer fully supported the implementation of the Recovery Package, and was appreciative that the extra work involved goes above and beyond everyday jobs. Using the results of the audit Manchester Cancer aims to understand what each trust is currently doing with regards to the Recovery Package and to provide support wherever it is needed.

5. Staging Completeness

There is a wide variation in the COSD data showing % of stageable cancers. The Manchester Cancer Provider Board has asked the Trust Leads Board to try and identify why and report back.

TP asked for a brief note from each trust to explain:

- a) what is being done about the discrepancies
- b) any issues
- c) an update on work being undertaken

ACTION: ALL TRUST LEADS

SOMEONE TO SEND TP DETAILS OF THE CONTACT AT THE COSD TEAM.

TP TO UPDATE PROVIDER BOARD

6. Lung Cancer Patient Experience Survey

TP explained that the National Cancer Patient Experience Survey is not expected to go out until Autumn 2015, meaning there won't be any results available until 2016.

The Lung Cancer Pathway Board is creating their own survey. TP asked the Trust Leads Board for their thoughts/ideas on the possibility of carrying out the survey on-line. There were no objections from The Board.

However, several points of caution were raised by The Board:

- i. the importance of validating the distribution list
- ii. ensuring patients do not receive more than one survey, i.e. the national survey and the lung survey at the same time
- iii. timely feedback to trusts

ACTION: ALL TRUSTS TO PROVIDE CONTACT DETAILS OF THE LEAD FOR PATIENT

EXPERIENCE SURVEYING IN OWN ORGANISATION.

SEND TO: Thomas.pharaoh@nhs.net

7. Any other issues being discussed in professional groups:

- **Clinical Leads**

IW raised the issue of Oncological support for MDT's.

ACTION: ALL TRUSTS TO SEND DETAILS OF CONCERNS/GAPS IN ONCOLOGICAL COVER AT MDT'S TO MARIE HOSEY: marie.hosey@christie.nhs.uk

- **Lead Cancer Nurses**

BM – meeting scheduled, will feedback at the next Trust Leads Board meeting.

- **Cancer Managers**

Meeting scheduled for 14/09/2015, will feedback at the next Trust Leads Board meeting.

- **AHP Group**

JE told the group that the AHP event 'AHP's have got talent' was a great success and will now be run on an annual basis.

8. Any other business

An advance warning that the 'Be Clear on Cancer – blood in pee campaign' begins in March 2016.

Date & Time of next meeting

Thursday 19th November, 2.30-4pm

Seminar Room 4, SRFT