

## GYNAECOLOGICAL PATHWAY BOARD MEETING

### MINUTES

**DATE: 09/01/2015**

#### **Member's attendance:**

|                        |          |                 |           |
|------------------------|----------|-----------------|-----------|
| Dr Barraclough (Chair) | Christie | Mr Suku George  | Stockport |
| Mr K A Abidogun        | Bolton   | Mr Rick Clayton | Central   |
| Mr S Burns             | WWL      | Mr Kyle Gilmour | Tameside  |
| Ann Lowry              | Central  | Julie Dale      | Pennine   |
| Karen Johnson          | Christie | Dr Andrew Clamp | Christie  |
| Dr Mike Smith          | Christie | Dr Ann Mills    | Bolton    |
| Dr Susan Davidson      | Christie |                 |           |

#### **In attendance**

James Leighton Manchester cancer

#### **Apologies**

|                        |              |                          |              |
|------------------------|--------------|--------------------------|--------------|
| Mr Richard Slade       | Christie     | Mr S Ali                 | Pennine      |
| Mr Murray Luckas       | Leighton     | Debbie Beadle            | Tameside     |
| Mr Vincent Hall        | Macclesfield | Mr Brett Winter-Roach    | Christie     |
| Miss Catherine Holland | Central      | Karen Blackwood          | WWL          |
| Ms Jo Dzyra            | Stockport    | Mrs Vanessa Hilton-Watts | Macclesfield |
| Dr Richard Hale        | Stockport    | Karen Blackburn          | UHSM         |
| Mrs Sally Petith       | Leighton     |                          |              |

- **Welcome, introductions and apologies**

Dr Barraclough (LB) welcomed all to the meeting and noted the apologies received. She also informed the group the Dr Kumar, the GP representative, was unable to continue to participate with the board due to scheduling clashes with other commitments.

- **Minutes of the last meeting and matters arising not on the agenda**

These were accepted as an accurate record of the meeting.

- a. Matters arising not on the agenda

- i. MDT Technology support and upgrade

JL confirmed that this item has been put onto the Cancer leads meeting of Manchester cancer to be held on 12<sup>th</sup> January

- ii. NCRN research nurse establishment

Deferred until next meeting

- iii. Patient representative

The board recognised that there were still no patient representatives on the board. JL informed the board of the Manchester Cancer plans for patient involvement. The board were asked to try and identify and nominate any suitable patients.

- **Objective no 1 – Improving outcomes /survival rates**
  - Guideline review

The 2012 guideline document was tabled and a discussion was held on how the review the document. It was agreed that the surgical, medical and clinical oncology would be reviewed separately by subject specialists.

A proposal was made to develop pathology minimum guidelines to allow for standardised practice across the service. This was agreed by the board.

**Action** – LB to contact the pathology meeting to obtain a draft guideline for inclusion in the complete document.

**Action** – LB to discuss the revision of the surgical guidelines with Mr Clayton

**Action** – Board members to review and revise the current guideline document and forward suggested amendments to JL for collation and circulation for the March board.

- Annual review and plan for 2015

LB reminded the board of their achievements since the board was formed twelve months ago. She also took the opportunity to ask the board what plans for action they wanted to take forward for the next twelve months.

Dr Mills confirmed that a gynaecological radiology meeting had been arranged and this could feed into the work of the board.

**Action** - The board members to give consideration to what actions the board could undertake over the next 12 months to achieve the set objectives across the whole pathway. For discussion at the next meeting.

- **Objective no 2 - Improving the patient experience**
  - Local Patient experience survey

This was discussed at the recently held local CNS away day. She confirmed that a set date would be used but smaller units would be using all of their patients. The remaining units would be surveying all patients 6 weeks post-surgery.

Karen Johnson (KJ) confirmed that Julie Kiernan (UHSM) had agreed to lead on this local survey on behalf of the CNS group.

JL confirmed that there were 8 questions that were identified by patients as relevant to them. These should be included in the local survey as well as any other questions thought as appropriate.

**Action** - JL to forward the set 8 questions to Julie Kiernan (UHSM) as the lead on the survey process

There followed a discussion on who should be surveyed and how the survey should take place.

- Update on innovation fund applications

KJ updated the board on the submitted application to the innovation fund on behalf of the board. This was for an education event on the on-going consequences of treatments for pelvic tumours. It would also be available to stream from the web following the event with some relevant e-learning to embed the learning.

- **Objective no 3 – Research and innovation**

- Research update report

JL confirmed that there was no report submitted from the NIHR. Dr Clamp (AC) and Dr Davidson (SD) provided verbal updates.

LB also raised the possibility of having a research meeting in March 2015 for the wider gynaecology cancer workforce. The board agreed that the ideal date would be the afternoon of Friday 27<sup>th</sup> March.

**Action - JL to look for possible venues for this date and confirm with members**

- **Improving service delivery**

- SMDT measures

LB explained the difficulties in getting a working party together to review this. She also explained that there had been a subsequent review of the operational policies for CMFT, UHSM, Salford and the Christie.

The board also reviewed and agreed the feedback from Miss Holland regarding the SMDT standards.

Mr Abidogun (KA) also raised the issue of inter-hospital transfers and insisting that the CARP data exchange is done within 24 – 48 hours.

The board also discussed the use of the CWP and how it could be used for the onward referral letter. The board felt that this would be a useful addition to the system's capability. LB agreed to discuss this with Dr Livesey.

**Action – LB to discuss using the CWP for referral letters with Dr Livesey**

In light of the discussion LB agreed to draft a SMDT standards document and circulate to members for adoption at the next board meeting.

**Action – LB to draft a SMDT standards document and circulate to board members**

- Update on CWP pilot

LB and JL provided an update on the CWP pilot currently being run and the information governance issues that have been raised. It was felt that the next step would be to explore how the system could be deployed at the CMFT SMDT. This will be explored at the end of the current pilot.

- **Any other business**

LB gave a short update on how the reconfiguration was proceeding. She explained that the process was testing but productive and would perhaps benefit from hearing the opinions of colleagues from partner organisations.

The board agreed to wait until the outline proposal was agreed and less complex before consulting with referring organisations.

- **Date & Venues for next meeting**

The proposed dates for meetings in 2015 are below.

|                                      |                      |  |
|--------------------------------------|----------------------|--|
| <b>March 6<sup>th</sup> 2015</b>     | <b>14.00 – 16.00</b> | <b>The Christie, Trust administration room 6</b> |
| <b>1<sup>st</sup> May 2015</b>       | <b>14.00 - 16.00</b> | <b>CMFT</b>                                      |
| <b>3<sup>rd</sup> July 2015</b>      | <b>14.00 – 16.00</b> | <b>Christie</b>                                  |
| <b>4<sup>th</sup> September 2015</b> | <b>14.00 – 16.00</b> | <b>CMFT</b>                                      |
| <b>6<sup>th</sup> November 2015</b>  | <b>14.00 – 16.00</b> | <b>Christie</b>                                  |