

Greater Manchester **Cancer**

Gynaecology Pathway Board

**Minutes of the Pathway board meeting held on**

**Friday 2nd March 2018 - 14.00-16.00hrs, Seminar Room A/B, 5<sup>th</sup> Floor, St Marys, MFT**

<b>Attendance</b>	<b>Representation</b>
Dr Lisa Barraclough (Chair)	Christie
Anne Lowry	Central
Dr Carolyn Walker	GP representative - HMR CCG
Dr Andrew Clamp	Christie
Dr Ann Mills	Bolton
Karen Johnson	Christie
Miss Eva Myriokefalitaki	Christie
Karen Blackburn	Cancer Manager, Wythenshawe Hospital, MUFT
Mr Sean Burns	UHSM
Mr Raha Latheef	WWL
<b>Apologies</b>	
Julie Holland	Patient representative
Miss Catherine Holland	Central Manchester
Coral Higgins	Greater Manchester Cancer - Commissioning
Laura Bradley	The Christie
Ms Jo Dzyra	Stockport
Ms Nadia Ali-Ross	Bolton
Ms Rebecca Thompson	Mid-Cheshire
Sabine Fornacon-Wood	South Manchester
Dr Richard Hale	Consultant Pathologist
Julie Dale	Pennine
Julie Kiernan	South Manchester
Karen Blackwood	WWL
Mr Jim Wolfe	SRFT
Mr Mike Smith	Christie
Mr Brett Winter-Roach	Christie
Mr Kyle Gilmour	Tameside
Natasha Smith	User Involvement Team GM Cancer
Mr Richard Slade	Christie
Mr Rick Clayton	Central
Mr Suku George	Stockport
Mr Vincent Hall	Macclesfield
Mrs Sally Petith	Mid- Cheshire
Ms Birgit Schaefer	Pennine
Murray Luckas	Mid-Cheshire
Robina Malik	Patient representative
Vanessa Hilton-Watts	East Cheshire NHS Trust
<b>In attendance</b>	
Michelle Leach	Greater Manchester Cancer

**1. Welcome and introductions**

LB welcomed all to the meeting and noted the apologies received.

**2. Minutes of last meeting**

The minutes of the last meeting were recorded as being accurate

Matters arising

- (i) None raised

**3. Delivering the Recovery Package**

Discussion summary	<p><u>Standardised approach to delivering the recovery package</u></p> <p>AL gave a summary of mapping event organised by Lindsey Wilbey who is the Programme Lead for the delivery of the Recovery Package. ML explained the background to this work and will send round documents that Lindsey Wilby had distributed. Resources were acknowledged as being an issue.</p> <p><u>Treatment summaries by Oct 2017</u></p> <p>NAR had sent 3 round to the group; a discussion ensued about the chance of recurrence section on the treatment summaries. ML suggested they go to the UI steering group to see how they feel about the chance of recurrence rates parts of the letters and get feedback. LB to make sure JW and MS feedback on the endometrial and cervical ones and distribute. EM will do the specialist surgical ones (MFT and Christie) and send round final draft for next board</p> <ul style="list-style-type: none"> <li>• Stratified Follow up – Next sub group will take place next week and outcomes will be feedback at the next weekend</li> <li>• Audit of Endometrial Cancer –EM will send audit template to ML for distribution on 05/03/18 and feedback at the next meeting</li> </ul> <p><u>Health &amp; wellbeing events for new patients by March 2018</u></p> <p>AL said that they are having other 2 H&amp;WB events in March and October at the Irish Centre in Fallowfield open to anyone who has come through MFT and Christie. Challenges of getting patients to attend these events were discussed. AL said she they are trialling a new way of tracking patients at MFT but the group acknowledged that there wasn't an established programme yet and this would get better as they progress.</p>
Conclusion	The board noted the discussions and will proceed to the agreed actions.
Actions & responsibility	<p><b>Treatment Summaries:</b></p> <p><b>ML</b> to ask NS to get feedback on the recurrence section of the treatment summaries from the UI Steering Group</p> <p><b>LB</b> to ensure JW &amp; MS feedback on the endometrial and cervical treatment summaries</p> <p><b>EM</b> to complete the specialist surgical treatment summaries</p> <p><b>Outstanding from last meeting (see notes above)</b></p> <p><b>CH/EM</b> to design audit form to distribute to the group for retrospective audit</p> <p><b>ALL</b> to do a retrospective audit for the last 3 years on endometrial cancer stage 1-3 to look for mode of detection of recurrence.</p>

**4. The GM Cancer Plan**

<p>Discussion summary</p>	<p><u>62 Day Update Paper</u>                  LB explained the background to the paper. A discussion ensued around this report. The group spoke about clinicians attending the PTL meetings to feed into the process so it is not solely accountable to administrative staff and provide a different perspective. Point number 5 on the paper was acknowledged as feeding into the transformation work and SB agreed to update the 7 day referral to first appointment to 80% from 70% to reflect this. LB highlighted attendance at boards would be monitored much more closely, ML explained there will be a higher level of accountability and the attendance data will inform this work. Attendance is expected by a representative of each organisation at every meeting so that the work of the board can be communicated effectively and the cancer plan delivered.</p> <p><u>62 Day Performance Data</u>                  KB explained about the tabled presentation. Bolton in particular are doing particularly well at 92%. The 62 day performance as a network was 75% which was a breach. KB explained that these are the reallocated figures for GM so are a true reflection of what happens across the conurbation.</p> <p><u>Annual Report</u>                  The report was acknowledged by the board.</p> <p><u>Funding Plan</u>                  LB spoke to the tabled report. ML explained about funding for the core team and that they are hoping to secure a 2 year contract.</p> <p><u>Education</u>                  Joint Event – Nurse led in the morning and 62 day standards event in the afternoon. This will take place on the 12<sup>th</sup> June 2018 further details to follow                  HPV Vaccination Policy Workshop – LB fed back to the group on the day which will lead to PHE becoming more involved with the work of the board.</p>
<p>Conclusion</p>	<p>The board noted the reports and discussion.</p>
<p>Actions &amp; responsibility</p>	<p><b>SB</b> to update the transformation team on 7 day referral to first appointment to 80% from 70%  <b>ML/LS</b> to organise 62 day target event and distribute save the date</p>

**5. Service transformation update**

<p>Discussion summary</p>	<p>LB explained that they had met twice as a group. LB spoke to the tabled papers from the last groups meeting. She explained that Richard Edmondson had done a lot of work on the research strategy so there is equitable use for all patients. SB spoke to the one stop vaginal bleeding clinic paper and the differences in these clinics across the conurbation.</p> <p>The meetings of the sub groups will be disseminated in the near future which will be around MDT restructure. LB spoke to the group about how job plans may be affected and that if this is going to happen it need to be for improvement rather than just process. Other sub groups will be Research Strategy, IT system Design and on-call rotas.</p>
<p>Conclusion</p>	<p>The board noted the report and update.</p>

Actions & responsibility	<b>LB</b> to continue to update the group.
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**6. Service User Representative Update**

Discussion summary	<u>Patient impact statement complex MDT</u> LB presented the paper on behalf of JH. The paper will go to the follow up sub-group and be presented back at the next board.
Conclusion	The board noted the report and update.
Actions & responsibility	<b>JH</b> to keep the board updated with the progress.

**7. Trials Report**

Discussion summary	100k Genomes paper was noted by the board
Conclusion	The board noted the report
Actions & responsibility	<b>NA</b>

**8. Any other business**

Discussion summary	Meeting Venue - LB explained the difficulties with finding meeting rooms and the lack of catering and projection availability when at St Mary's. The group discussed the issues and agreed to continue to use the rooms that are booked but to try and get a resolution to the projection problem. ML suggested that people put the documentation on their desk top to view them so they will not need to print them or use the wifi.
Conclusion	The board noted the discussion
Actions & responsibility	<b>NA</b>

**Date and time of next meeting :**

4<sup>th</sup> May, Meeting Room 6, Trust Admin, 3<sup>rd</sup> Floor, Christie

**Future meeting dates 2017/18, All Friday 2-4pm:**

6<sup>th</sup> July, Seminar Room A/B, 5<sup>th</sup> Floor, St Marys, MFT

7<sup>th</sup> September, Meeting Room 6, Trust Admin, 3<sup>rd</sup> Floor, Christie

2<sup>nd</sup> November, Seminar Room A/B, 5<sup>th</sup> Floor, St Marys, MFT