

Greater Manchester **Cancer**

Haematology Pathway Board

Sarcoma Clinical Pathway Board

Minutes of the meeting held on 3rd May 2018 11:00 – 12:00Hrs

Members in attendance

Name	Role	Organisation
Mr Amit Kumar (AK)	Pathway Director	MFT
Helen Murray (HM)	CNS	MFT
Maxine Cumbo (MC)	Sarcoma Physio	The Christie
Coleen Quinn (CQ)	Service User Representative	GM Cancer
Gary Whittaker (GW)	Service User Representative	GM Cancer
Suzanne Fennah (SF)	Local Services Specialist	North of England Specialised Commissioning
Lisa Cooper (LC)	Sarcoma CNS	The Christie
Anand Kirwadi (Aki)	Cons Radiologist	MFT
Ann Buchan (AB)	Sarcoma CNS	The Christie
Claire Goldrick (CG)	QI Facilitator Transformation Team	MFT

In attendance

Michelle Leach (MML)	Pathway Manager	GM Cancer
Mel Atack (MA)	UI Manager	GM Cancer
Dan Saunders	Presenter	The Christie

Members sending apologies and deputies

Mike Leahy (ML)	No deputy	Catherine Coyle (CC)	No deputy
James Wiley (JW)	No deputy	Patrick Shenjere (PS)	No deputy
Sue Sykes (SS)	Suzanne Fennah deputising		

1. Welcome and introductions

AK welcomed all and thanked June Robson who had done a fantastic job as the service user representative but has now resigned from the position and welcomed Coleen Quinn as her replacement. Apologies were noted.

2. Minutes of the last meeting.

These were accepted as an accurate record of the meeting.

I. Matters arising

Discussion summary	All matters arising are covered under the agenda.
Conclusion	NA
Actions &	NA

responsibility	
----------------	--

3. GM Cancer Sarcoma Board Deliverables

I. 62 Day Delivery Review

Discussion summary	The Transformation team at MFT are looking at the figures for Q2 which is approx 75% the target is 85%. The numbers of referrals are going up at MFT around 50 per month in soft tissue which appears to be a national issue (not all malignant). AK is hoping to meet Ian Connolly (MFT Data) to obtain more accurate data
Conclusion	Board noted the discussion
Actions & responsibility	AK to update the board at the next meeting on the 62 day figures. AK is hoping to meet Ian Connolly (MFT Data) to obtain more accurate data

II. Communication Plan

Discussion summary	MA has circulated 1 patient story but will continue to work with the CNS's to get another suitable case study. GP events – Education event for GP's At Wythenshawe Hospital AK talking on Sarcoma on the 16 th May AK will feedback at next board.
Conclusion	The Board noted the discussion
Actions & responsibility	AK – to feedback on GP event at Wythenshawe at next Board MA – prepare further patient story and circulate to board

III. One-stop nurse-led sarcoma diagnostic clinic with same day ultrasound service

Discussion summary	The clinic is currently struggling to have assigned dedicated radiology slots. Job plans will need to be looked at with Sarcoma consultants to change clinics so that they can line up with when radiology slots are free. AK and Ashok Paul looking at succession planning due to the small numbers in this speciality as the service is not resilient due to low staffing numbers. GMOSS pathway cannot be implemented currently as there is not the capacity at MRI.
Conclusion	The Board noted the discussion and AK will continue to feedback on progress
Actions & responsibility	AK to send GMOSS pathway to ML for distribution to the group and uploading to the GM Cancer website

IV. GM diagnostic Sarcoma standards (develop standards by Dec 2017 and benchmark against these standards by March 2018)

Discussion summary	AK to will complete in the next few weeks and distribute to the board via email.
Conclusion	The Board noted this discussion and agreed to review via email ready for upload to the GM Cancer website.
Actions & responsibility	AK – Create standards and distribute to board

V. Establish links with other Sarcoma networks establishing a national CNS group and active forum by March 2018

Discussion summary	AB stated that the Northern Nurse forum within BSG for Sarcoma CNS's/AHP's will be holding an event on 5 th July at the Christie with Proton Unit visits. Permission was sought from the forum to send a questionnaire around re CNS workforce which has now been granted, this can be formulated and sent round.
Conclusion	CNS/AHP's to feed back to the board re the national Sarcoma Forum bi-annually. AB to lead on an audit of CNS workforce

Actions & responsibility	AB to lead on collating and feedback of audit.
--------------------------	---

VI Review MDT processes in Sarcoma (March 2018)

Discussion summary	<p>There have been technical issues on the MRI site with MDT this was reported up to cancer services at MRI and also to Dave Shackley Medical Director for GM Cancer. The issues are IT related and is a result of refurbishment in the room utilised for MDT. AK also stated numbers are also too high to ensure the MDT's are effective this is a work in progress at the moment; patients are sometimes deferred due to this. Laura Elliot the Cancer Manager at MFT is aware of this problem. SF asked if this is on the Trust risk register of which AK was unsure and will raise this as a contractual issue at the next contract meeting with MFT. SF stated Commissioners will ask for plans moving forward.</p> <p>MML stated there was no news on the directive for MDT reform from GM Cancer at this time.</p>
Conclusion	The Board noted the discussions:
Actions & responsibility	<p>AK – to continue to feedback on MDT review at MFT</p> <p>AB – to feedback on work done across sarcoma network on MDT reform</p> <p>MML – to feedback on GM Cancer MDT review process when available</p>

VII. Update guidelines by Dec 2017 and review on 2 yearly rotation

Discussion summary	AK to look at this and forward to MML
Conclusion	AK to complete guidelines based on National/NICE guidelines
Actions & responsibility	AK to complete guidelines and forward to MML for uploading to GM Cancer website prior to next board

VIII. The recovery package

Discussion summary	<p>Develop a standardised approach to 'end of treatment' summaries which can then be additionally personalised by the treating clinicians by Oct 2017 - HM and AK done work on looking at a single template. LC stated The Christie doing a post RT one with Catherine Coyle. CG explained about the Macmillan Transformation Teams and how they will be delivering the elements of the Recovery Package.</p> <p>Put health and wellbeing events in place with an invite to ALL sarcoma new patients from Dec 2018 – The Christie are doing generic H&WB events x6 per year. Discussion ensued about the resources needed to develop and deliver these. AB will speak to Sarcoma UK regarding these events to feed in the work of CG so that any local Health & Wellbeing events can go on the Sarcoma UK website to raise awareness/attendance.</p>
Conclusion	Discussion was noted by the Board.
Actions & responsibility	CG – To continue to update the board on the implementation of the Recovery Package.

IX. Annual secondary care educational event

Discussion summary	See item 3.II
Conclusion	NA
Actions & responsibility	As per item 3.II

X. Agree with network colleagues how to collect relevant outcome data and share via and educational event

Discussion summary	As discussed above
Conclusion	
Actions & responsibility	No further actions

4. User Involvement update

Discussion summary	MA is working on generating networks for the UI reps to feed into so they are expressing the needs of a wider group of people. QC explained about the UI work plan and how the UI steering group will feed into this and then report back at board level.
Conclusion	The Board noted the discussion
Actions & responsibility	MA to generate networks of communication to other Sarcoma Service Users

5. Research update

Discussion summary	AK spoke to the circulated report and all to consider all appropriate patients for trials.
Conclusion	Discussion noted by the Board
Actions & responsibility	NA

6. Transformation Team Update

Discussion summary	Not discussed.
Conclusion	NA
Actions & responsibility	NA

7. Future Meeting Dates

Discussion summary	The October Meeting will need to be put back 1 week due to a study day scheduled for the same time. The October meeting will therefore be changed to 17 th October 2018
Conclusion	MML to change meeting date and book another room
Actions & responsibility	MML – to book meeting room and circulate new date

8. Any other Business

I. Proton Therapy Pathway - Presenter Dr Dan Saunders

Discussion summary	Dan presented slides on the Proton Unit and explained that The Christie are delivering half of a national programme. The Proton Unit is to be opened later this year. Intake of patients and where from are still under discussion.
Conclusion	The board noted the presentation and thanked Dan for presenting. ML asked of the slides could be shared with the group and it was agreed they could be.
Actions & responsibility	ML – to circulate the slides to the group

II.

Discussion summary	MC explained she will soon be leaving to go on maternity leave and Rachel Andrews will take over from her.
Conclusion	Discussion noted
Actions & responsibility	MC – to forward Rachel’s contact details to MML

Date and time of future meeting:

19/4/18 10-12:00hrs, Meeting Room 3 Trust Admin, The Christie

11/7/18 14-15:30hrs, Meeting Room 4/5 Trust Admin, The Christie

17/10/18 14-15:30hrs, Meeting Room TBC (CHANGED FROM 10th)

DRAFT