

## TRUST LEADS BOARD MEETING

Minutes of the meeting held on  
12<sup>th</sup> March 2015, Frank Rifkin Lecture Theatre, SRFT

### In attendance:

Name	Trust
Tom Pharaoh (TP)	Manchester Cancer
Dave Shackley (DS)	Manchester Cancer
Alison Dalton (AD)	Pennine
Alison McCarthy (AM)	Pennine
Julie Emerson (JE)	Christie/Salford
Hodan Noor (HN)	Manchester Cancer
Melissa Wright (MW)	Manchester Cancer
Catherine Fensom (CF)	Macclesfield
Marie Hosey (MH)	Christie
Lisa Galligan-Dawson (LGD)	Bolton
Simon Hargreaves (SH)	Bolton
Maryna Lewinski (ML)	Stockport
Laura Elliott (LE)	CMFT
Karen Blackburn (KB)	UHSM
Michelle Eden-Yates (MED)	SRFT
Caroline Culverwell (CC)	Stockport
Bev Meenan (BM)	Stockport
Ram Sundar (RS)	WWL
Jan Smart (JS)	Tameside
Dominic McGaw (DM)	SRFT
Janet Irvine (JI)	WWL
Jalal Kokan (JK)	East Cheshire
Ann Dingle (ADi)	Mid Cheshire
<i>Jane Ashworth</i>	<i>Manchester Cancer (Minutes)</i>

AGENDA ITEM	ACTION
<b>1. Welcome &amp; Introductions</b>	
<b>2. Minutes of the last meeting on 12/01/2015</b> The minutes were agreed to be an accurate record.	
<b>3. Cancer Waiting Times Pathways</b> i. TP introduced a paper regarding 62-day target waiting	

times in Greater Manchester and outlined a proposal to add a cancer waiting times web page to the Manchester Cancer website. The board noted that this was a very good proposition and gave their full support.

Manchester Cancer hope to have the new web page up and running before the next Trust Leads Meeting (to be held on 11/05/2015). If any of the board members have any feedback/ideas in the meantime please contact Tom Pharaoh ([Thomas.pharaoh@nhs.net](mailto:Thomas.pharaoh@nhs.net)).

ii. **Update on Cancer Manager Breach Analysis**

MH reported that the audit process of the 5 problematic tumour groups was complete. The waiting time breaches for Colorectal, Urology, Lung, OG and Head & Neck pathways have each been audited by a named cancer manager. The following generic recommendations have been suggested from the findings:

- First CPA < 7 days
- Create/agree a 'Decision Tree'
- A Greater Manchester and Cheshire agreed Cancer Access Policy ratified by Commissioners
- Adrian Hackney (Associate Director of Transformation, Trafford CCG) to attend the next Cancer Managers meeting
- Look at areas where patients make themselves unavailable.

DS thanked the Cancer Mangers for their great work. The findings from the audits will be shared with the clinical boards.

DS suggested the following ideas that were raised by the Cancer Managers should be followed through:

- When standards are agreed, they too will need to be audited.
- Single pathway for OG needs to be agreed.
- The idea of using Algorithms within the pathways was felt to be a very good proposition and should be followed through.
- An audit on patients being referred to the robot needs to be carried out.
- Increased use of one stop diagnostic and assessment clinics

**ACTION: MH TO  
AUDIT PATIENTS  
REFERRED TO  
ROBOT**

ML pointed out that there is a huge increase in the

<p>demand for radiological services but no increase in capacity.</p> <p>TP confirmed that all the issues would be raised at the Director of Operations meeting and also with Adrian Hackney.</p> <p>The 62-day target Waiting times will remain a standing item on the Trust Leads agenda.</p>	
<p><b>4. NICE suspected Cancer Guidelines</b></p> <p>TP and DS presented a paper outlining the draft NICE suspected cancer guidelines.</p> <p>TP reported that the clinical groups will be informed about the draft guidelines and asked for ideas/proposals from the Pathway Boards that can be presented to the Trust Leads for feedback.</p> <p>ML suggested that it would be useful for the Pathway Boards to have explicit guidance for GPs, with regard to what is expected and diagnostics. SH reiterated that efficient communication with Primary Care is important. DS also felt that the Commissioning Board would be the perfect vehicle to communicate with GPs.</p> <p>DS pointed out that the impact of the new Guidelines will greatly impact on Radiology and Endoscopy.</p> <p>ML proposed forming a Radiology group together to look at this issue.</p>	<p><b>ACTION:</b> <b>TP &amp; DS TO LOOK INTO.</b></p>
<p><b>5. Peer Review Update</b></p> <p>Dates for Peer Review self-assessment have been set, however there is some discrepancy with regards to the date set for Manchester Cancer and the date set for Trusts.</p> <p>It was agreed by the Trust Leads Board that TP &amp; DS will write to Peer Review and request for the deadline to be moved to end July 2015 for all Greater Manchester, East &amp; Mid Cheshire Trusts as well as the targeted Haem Reviews.</p> <p>The group also agreed that Louise Wilson from the local Peer Review team should be invited to the next Trust Leads Board meeting on 11/05/2015.</p> <p>CF pointed out that the Chemo Policy is very out of date and</p>	<p><b>ACTION: TP &amp; DS TO WRITE TO PEER REVIEW</b></p> <p><b>ACTION: Manchester Cancer to send invitation</b></p> <p><b>ACTION: DS TO</b></p>

<p>needs reviewing/updating.</p> <p>TP told the Board that the Manchester Cancer core team will look through all the MDT measures to see which are dependent on the activity of the Pathway Boards and put arrangements in place if necessary.</p>	<p><b>SPEAK TO PROFESSOR JAYSON</b></p> <p><b>ACTION: TP</b></p>
<p><b>6. Clinical Web Portal Update</b></p> <p>As per Paper 4, TP reported that the CWP pilot within the Christie Gynaecological cancer MDT has now finished. The risks and problems that this has thrown up are now being focussed on. A second pilot within the Lung Cancer North West sector MDT is proposed.</p> <p>It was brought up by some of the Board members that there might be an issue with duplicating data on the Somerset system. It was also pointed out that Somerset is subject to an upgrade in the very near future that will give it some of the same functionality as the CWP system.</p> <p>TP informed the Board that Manchester Cancer is looking at forming a CWP Board/Project Manager to move the CWP project forward.</p>	<p><b>ACTION: Manchester Cancer to look into and report findings.</b></p>
<p><b>7. Videoconferencing Issues</b></p> <p>TP informed the Board that further to the discussion at the last meeting a survey has been sent out to all Pathway Board members asking for feedback/issues with videoconferencing. The results will be discussed at the next Trust Leads Board Meeting.</p>	
<p><b>8. 5-Minute Updates</b></p> <p>Item covered in previous discussions</p>	
<p><b>9. Manchester Cancer Update</b></p> <p>Item covered in previous discussions</p>	
<p><b>10. Any Other Business</b></p> <p>The Board heard that a new Breast Cancer Pathway Director is being sought. Please see the Manchester Cancer website for more details.</p>	
<p><b>11. Date &amp; time of next meeting</b></p> <p>Monday 11<sup>th</sup> May, 9.30am-11am Seminar Room 6, Mayo Building, SRFT</p>	

