

MINUTES

Reference Group Peer Review of Cancer MDTs

**Tuesday 9th June 2009
2.00-4.00pm
Boardroom, Holywell Hospital,**

Attendance

Cara Anderson
Wilma Boyd-Carson
Sally Campalani
Elizabeth England
Margaret Fleming
Dermot Hughes
Pat Mc Clelland
Jim McGuigan
Beth Molloy
Margaret O'Hagan
Michael Reilly

Apologies

Stephen Kirk
Anne Kyle
Hugh Mullen
Theresa Nixon
Alison Porter
Nicola Porter
Sarah Williamson

1. Minutes of last meeting - agreed

2. Approval of draft project plan

The group suggested two amendments to the project plan:

- Amend diagram on page 5 to include first previsit
- Amend constraints section to include issue of increased work pressure on trusts and its impact on their ability to demonstrate compliance.

Cara Anderson informed the group that she has asked the peer review team if it is possible to move the first pre-visit back from September to October.

Action: Cara will make the necessary amendments as soon as confirmation is received. The updated document will then be sent to the group for electronic sign off.

4. Draft handbook

The group were happy with the handbook but requested that the diagram on page 8 be amended to include the first previsit.

Action: Cara to amend and circulate to group for final sign off as soon as the previsit date is confirmed.

5. Draft evidence guide for gynae

The group agreed that the guide would provide a reasonable template for the development of the evidence guides for the remaining tumour sites. However, it was requested that the Manual Measures and their definitions be included as an appendix to the document so that clinicians only have to refer to one document in the production of evidence.

Mr McGuigan queried the standard for attendance by core members and sought clarity as to whether or not this referred to named individuals.

Action:

Cara to agree amended to guide with Mike Bellamy.

The group agreed to read the document in detail and provide Cara with more detailed feedback within one week of the meeting.

Cara to clarify with peer review team the measure on attendance and will email group accordingly.

6. Trust familiarisation visits

All Trusts have now confirmed arrangements for their familiarisation visits with NICaN office with the exception of Western & Southern. Managers indicated that invitations have been circulated to the relevant teams within the Trusts.

It was clarified that Trusts will need to provide projectors and screens but that the peer review team will bring their own laptop.

Sally Campalani and Liz England offered to provide takeaway lunches for the peer review team follow the Western and Belfast Trust visits.

Actions:

Liz England to confirm arrangements for Altnagelvin visit with Cara.

Cara to follow up arrangements for Southern trust with Alison Porter.

7. CQUiNs

Cara reported that she has undertaken a peer review presentation at a number of the regional groups and that a significant number of clinicians have indicated that they have not yet been given access to CQUiNs. On discussion it appeared that there was some confusion regarding the process for adding new users.

Managers also highlighted that the system did not appear to be very user friendly. Cara indicated that teams would be given some training on use of CQUiNs as part of the familiarisation workshops. She also indicated that she would follow up the issue of a user guide with the peer review team.

Dermot highlighted that CQUiNs version 4 is now starting to be populated and suggested that people look at the London networks that

are in first round of reviews in London (i.e. South West London & Essex Cancer Networks).

Actions:

Cara to clarify the process for adding new users with the peer review team and to email the group.

Cara to follow up with peer review team regarding a CQUINs user guide.

8. Support arrangements

Network support

(a) Preparation sub-groups

Dermot confirmed the arrangements for the initial peer review preparation sub-groups as follows:

- Colorectal - 16th June, 2-4pm Larkin Rm, PG Centre, BCH ; speaker Charmaine Sombach
- Gynae - 17th June 10/10.30am, Larkin Rm, PG Centre, BCH; speaker Mr Arjun Jeyarajah
- Lung – 19th June, 3pm, Seminar Rm 3, Cancer Centre*
- Breast - 1st July, 2-4pm, Ewart Rm, Holywell; speaker Mr Steve Ebbs.

Cara noted that the speaker nominated to come across to the lung group is not available until the end of August but it we felt it important to make a start prior to that.

Dermot informed the group that the Service Improvement Lead has been now been appointed and will start on the 15th June. Gail Malmo will have a lead role in facilitating the peer review process. Gail will be coming to the sub-group meetings and should be out to meet with trust teams in the coming weeks.

(b) Shadowing visits

Dermot indicated that not all trusts have confirmed their preferred dates yet. Cara informed the group that there was no availability left in July.

Actions:

Belfast and Southern Trust to look at September dates and to confirm selections with NICaN office as soon as possible.

Trust support

The Northern and South Eastern Trusts are currently seeking to make some resource available to recruit an additional half time post to help with coordination, administration, uploading of documentation etc but that the recruitment process is likely to take a number of months. Managers from the other Trusts indicated that no additional resource is being made available to

support the process and that the task will be added to duties of existing post holders.

Trust representatives raised concerns about the workload associated with the review process. While there is an acceptance that the process is valuable there is concern about how it can be managed in tandem with other competing priorities and the impact that this will have on Trusts' ability to produce the documentation required to demonstrate compliance. Dr Hughes indicated that Cara has undertaken a presentation to the Trust Chief Executives on peer review and that they are aware of the workload involved. He reported that the issue of additional resource has been raised with the Regional Board but that the Network will raise the issue again.

Actions:

NICaN to make a further approach to the Regional Board with regard to resourcing.

9. Briefing information for peer review team

Dr Hughes indicated that the following information was still outstanding:

- Trust info for Western & Southern trust
- Breast screening info
- Waiting times info

Elizabeth England indicated that she had not received the email request due to problems with the Trust email system.

Actions:

Cara to: contact Dr Mairs with regard to breast screening information; email Liz details of the information required; follow up information with Southern Trust; follow up waiting times report with Beth Malloy.

10. Any other business

11. Date of next meeting

- Tuesday 7th July - 2-4pm, Boardroom, Holywell
- Tuesday 11th August - 2-4pm, Boardroom, Holywell