



**NICaN Skin Regional Group**  
**Thursday 23<sup>rd</sup> September 2010, 2.00pm – 4.30pm**  
**Function Suite, Antrim Civic Forum**

**In attendance:**

Dr Maureen Walsh  
 Dr Olivia Dolan  
 Dr David Alderdice  
 Ms Hilary Jenkinson  
 Ms Danny Sinclair  
 Ms Janis McCulla  
 Mr Michael Megaw  
 Ms Tracy Kennedy  
 Ms Pat McClelland

**Apologies:**

Ms Elizabeth McMullan  
 Dr Roisin Mackle  
 Dr Art O'Hagan  
 Ms Sheena Stothers  
 Dr Clifford Gordon  
 Dr Derek Gordon  
 Dr Corbett  
 Dr Dermot Hughes  
 Dr Lisa Ranaghan

Item number	Summary of key points / outcomes/ action	Identified Lead & date
	<p><b>Welcome and Introductions</b>            Dr Walsh welcomed everyone to the meeting, introductions were made and apologies noted as recorded above.</p> <p><b>Minutes and matters arising from meeting 10/12/09</b>            The minutes were agreed as a true and accurate reflection of the meeting.</p> <p>Regulation of Sunbed Industry Update – Dr Walsh noted that Dr O'Hagan had previously written to DHSSPSNI on behalf of the regional group expressing support for the sunbed strategy. No further update available. Dr Walsh to ask Dr O'Hagan for update for next meeting.</p> <p><b>IOG Planning Update</b></p> <p>1.3 – Ms Pat McClelland outlined that in the Northern Trust there is no CNS provision for Skin cancer. A business case has been produced for CNS provision, prioritising peer review groups.</p> <p>1.5 – It was noted that patients are now invited to bring a</p>	

	<p>companion with them. It was agreed that this should be formally recorded in MDT operational policy when developed.</p> <p>1.8 – Example permanent record of consultation brought to meeting. Mr Megaw to develop draft skin permanent record of consultation and circulate to group prior to December meeting.</p> <p>1.10 – Mr Gordon currently is liaising with changing faces about setting up a regional training day.</p> <p>2.2 – Dr Walsh outlined that the Belfast Trust have recruited a new Consultant Oncologist who will feed into the Skin MDM. Sarah Williamson is currently looking into internal solutions to address the radiology gap but is unsure if the resources will be available for a regional MDM.</p> <p>2.4 – Dr Walsh to liaise with Mr Gordon regarding BAD guidelines.</p> <p>3.1 – Do not need standard</p> <p>3.2 – Dr Walsh to resolve</p> <p>3.7 – Standard now out of date.</p> <p><b>Guidelines</b></p> <p>Inter Trust Transfer Protocols – Dr Walsh advised that there has been no further update with the inter trust transfer protocols. Dr Walsh to progress for next meeting.</p> <p>National Guidelines update – There has been no further updates regarding the publication of national guidelines.</p> <p>Clinical Management Guidelines – Mr Megaw outlined that at the previous meeting it was agreed that once the national guidelines are published they will largely from the clinical management guidelines, with documented local variances.</p> <p>Dr Walsh noted that clinical management guidelines had possibly been developed and adopted previously by the regional group. Dr Walsh to source previous clinical management guidelines.</p> <p>Systemic Therapy Guidelines – It was noted that Dr Seamus McAleer has been developing systemic therapy guidelines and has agreed to attend the next regional skin</p>	
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group meeting in December.

## **CaPPs**

### Regional Network Queries

Mr Megaw outlined that a proposed new process for retrieving data from CaPPs is currently being discussed. Currently getting regional data from CaPPs is done on an ad hoc basis. The proposed new process is that data requests from the regional group and communicated to the CaPPs information sub-group and the queries are run centrally via the information department in the regional board. Data is circulated to trusts for validation, and once validated sent to the regional group. The process will be formally documented with a caveat that clinical data is only to be used for the purpose it is requested. This approach has been approved in principle by the NICaN Board.

The regional group approved the proposed process for generating regional queries from CaPPs.

### Melanoma Patient Activity Audit

Mr Megaw outlined that Dr Ranaghan had planned to present audit data but unfortunately could not attend the meeting due to unforeseen circumstances.

Dr Ranaghan to present data at December meeting.

## **NICaN Generic Information Pathway**

Ms Danny Sinclair gave a presentation on the NICaN Generic Information Pathway. A copy of the slides has been circulated with the minutes.

Ms Sinclair noted that the generic information pathway is available on the NICaN website with links through to each information leaflet. Mr Megaw to circulate link to the generic information pathway with the minutes.

Ms Sinclair outlined that NICaN have produced a signposting booklet that outlines all the services available and with contact details to provide support to patients. The handbooks can be posted out from Macmillan or Ulster Cancer Foundation, or from the designated person in each Trust as follows:

**Belfast** – Sally Campalani

**Northern** – Eileen Deery

**Western** – Liz England

**South Eastern** – Wilma Boyd-Carson

**Southern – Alison Porter**

It was agreed that Dr Walsh will write to the Trust information leads on behalf of the regional group and ask for their support in rolling out the implementation of the generic information pathway.

**Patient Information and PPI Network/MDT Lead**

Ms Janis McCulla outlined that the nomination of a network and MDT lead for PPI and patient information features on this years annual work programme. Ms McCulla outlined that the purpose of the role was to support the patient representatives on the regional group to ensure they feel comfortable and able to contribute to the work of the group. The nominated person would them liaise with the relevant NICaN coordinator should any issues arise surrounding patient information or PPI.

**Transforming Cancer Follow up**

Mr Megaw gave a presentation on an upcoming conference regarding transforming the current cancer follow up system. The presentation outlined that there is an emerging funding opportunity from Macmillan cancer support for pilot studies to look at new ways of following up cancer patients. A workshop has been arranged for the 23<sup>rd</sup> November where more information will be available. Advanced notification has been sent regarding the workshop.

**Workplan Update**

Cancer Services Framework – Mr Megaw outlined that the cancer services framework document has been delayed in going to the departmental board due to costings. It is now not expected to go to departmental board until January 2011. The network is aware that the longer the document waits the less credibility it will have and there was discussion surrounding this at the Network Board last week. This will be fed back to the department.

Advanced Communications Training – Mr Megaw outlined that funding had been secured via Macmillan to run two advanced communications courses on 6<sup>th</sup> – 8<sup>th</sup> October and 18<sup>th</sup> – 20<sup>th</sup> October 2010, for which there was great demand. As these courses were funded by Macmillan, their post holders were given priority. The Network is currently seeking additional funding to run more courses.

**Any Other Business**

	<p>It was agreed that Dr Eddie O'Neill should be invited to the next regional group meeting and the issue of red flag referrals should be included on the agenda.</p> <p><b>Date of Next Meeting</b></p> <p>Wednesday 15<sup>th</sup> December 2010 2.00pm – 4.00pm Room 1.1 Clady Villa Knockbracken Healthcare Park Belfast</p>	
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