

London and South East England Sarcoma Network Sarcoma Advisory Group Minutes

Date: Friday 22nd May 2015, 15.00-17.00

Venue: Meeting Room 1, London Cancer, 170 Tottenham Court Road, London, W1T 7HA

Chairs: Mr Andrew Hayes (AH)

ACTION LOG (February 2015)

ACTION	Owner	Status/Due Date
CL to help Cerys to populate spreadsheet re survey data. (currently has paper responses)	CL	
Explore potential workshop arrangements / invitees and content of workshop	JW/AH	
Update chemotherapy guidelines to reflect agreed changes	BS	
Circulate chemotherapy guidelines to SAG for virtual sign off once updated	GF	
Write to Colchester re. pathway issues and reference patient pathway delays to date	JW/AH	
Write to units regarding sarcoma provision for RX / CT treatment	JW/AH	
Amend Constitution prior to circulating for sign off	GF	
CL to speak to MN/JWo re the management of referrals at RNOH	CL	
GF to contact CL re data required from RMH for Annual Report. GF to circulate report once complete	GF/CL	
Work Programme to be re-formatted, amended and circulated for sign off	GF	
Referral guidelines to be amended, circulated and uploaded onto the lsesn website	GF	
Patient Management Policy to be updated, circulated and uploaded onto the lsesn website	CB/GF	
FU policy to be amended (to reflect abdo-pelvis imaging for GIST) circulated and uploaded onto the lsesn website	BS/GF	
Circulate newsletter to LSESN and communications lead at LCA	GF	
Feedback comments to the TCS team re 2WW form	AN	
Add item on next agenda – feedback of RMH study day and discussion of future educational meetings.	GF/IJ	
Contact Sarcoma UK re support/sponsorship of LSESN sarcoma diagnostic engagement event.	JWo	

1. Welcome and Introductions

AH welcomed members to the meeting and noted the following apologies:

- Nicola Beech, Macmillan Advanced Nurse Practitioner - Croydon University Hospital
- Kate Lankester, Clinical Oncologist - Royal Sussex County Hospital
- Andy McMeeking, Team Manager TCST for London – South East CSU
- Christina Messiou, Radiologist – Royal Marsden Hospital
- Tricia Moate, Patient Representative – Royal Marsden Hospital and Royal National Orthopaedic Hospital
- Chrissie O’Leary, General Manager - University College Hospitals NHS Foundation Trust
- Rob Pollock, Surgeon - The Royal National Orthopaedic Hospital NHS Trust
- Kathy Pritchard-Jones, Chief Medical Officer – London Cancer
- Anthony Skene, Surgeon - Royal Bournemouth Hospital

- Jeremy Whelan, Medical Oncologist – University College London Hospital

2. Minutes from the meeting held on 20th February 2015

It was noted that Nicola Beech, Macmillan Advanced Nurse Practitioner at Croydon University Hospital attended the last meeting, however her attendance was not recorded in the minutes. The minutes will be amended and uploaded onto the website. Otherwise, the minutes of the last meeting were accepted as an accurate record of proceedings.

Actions log - February 2015

AH and members reviewed the action log from the last meeting and updated the following:

ACTION	Owner	Status
Review email distribution list against list on inovem	(GF)	Complete
Update email distribution list to reflect sarcoma leads within all providers in network	(GF)	Complete
Agenda items for May meeting – peer review documentation, workplan for 15/16, RMH survey feedback	(CL/GF)	RMH survey data in progress. (see actions) Other items on agenda.
SAG constitution – review and confirm any further changes / amendments	(JW/AH/GF)	To review in today's meeting
Contact Sussex LAT to establish contacts for Sussex diagnostic service commissioning arrangements	(AN)	Complete
Explore potential workshop arrangements / invitees and content of workshop	(JW/AH)	To do
Develop newsletter content for network communication	(JW/AH)	Complete
Co-ordinate network newsletter for network – development and circulation	(GF)	Complete
Present follow up audit findings at August SAG meeting	(AM/BS)	To present in September meeting
Update chemotherapy guidelines to reflect agreed changes	(BS)	To do
Circulate chemotherapy guidelines to SAG for virtual sign off once updated	(GF)	To do
Amend pazopanib protocol to include authors	(GF)	Complete
Arrange for pazopanib protocol to be uploaded onto SAG website	(GF)	Complete
Amend wording in guidelines to reflect abdo-pelvis imaging for GIST follow up	(BS)	To do
Include final follow up guidelines in SAG newsletter	(GF)	Complete
Write to Colchester re. pathway issues and reference patient pathway delays to date	(JW/AH)	To do
Write to units regarding sarcoma provision for RX / CT treatment post centre	(JW/AH)	To do
Finalise gynae trial recruitment letter for circulation to specialist gynae MDTs	(CB/PD)	Complete
Circulate gynae trial recruitment letter to specialist gynae MDTs	(GF)	Complete
Arrange meeting with Shelley Dolan, Claire Dowling and SAG Chairs to review work programme and future resource arrangements	(CL)	JWh confirmed meeting booked in June

3. Peer Review Documentation

1. Constitution

The group discussed the content of the constitution and noted the following changes to be made:

- CL to confirm RMH data re number of cases
- Spelling mistake Alvarado
- Replace Melissa Morris with Caitriona Liebenberg
- Remove Simon Williams. AN will send names of replacements
- Remove Merion Thomas (retired) and replace with Myles Smith
- Spelling mistake Christina Messiou
- Add new CNS Olive Griffiths
- Add Joanne Brady, Consultant Clinical Oncologist, Poole/Bournemouth to extended members/designated practitioners
- Top bullet point in table page 12 – add ‘and management’
- Page 13 – remove neurosurgery and neurosurgeons
- ? take Colchester off chemo list if don’t have designated practitioner
- Add TYA paragraph for RMH. CL to obtain paragraph from Julia Chisolm
- CL/AH to check paragraph re datasets

Updated constitution to be circulated for sign off.

The management of the increasing number of 2WW referrals to the two centres was discussed. CL to speak to MN/JWo re the management of referrals at RNOH.

2. Annual Report

GF to contact CL re data required from RMH. GF to circulate report once complete.

Add RMH study day into annual report. Add patient survey into annual report. To be circulated for sign off.

3. Work Programme

Format CL work programme into PR structure. Keep as small and achievable as possible. To be circulated for sign off.

4. Guidelines

1. Referral Guidelines

- Change top part re cancer networks to new structures (London Cancer and London Cancer Alliance)
- Typos at the bottom of the page 1 ‘leas’
- Add hyperlink - full guidance on www.lsesn.nhs.uk
- Add version control and say signed off in SAG May 15
- Add info re peer review recommendations re gynae and GIST (IJ/AH)

2. Patient Management Policy

CB volunteered to review and send comments to GF, cc BS (track changes). GF to send CB word version of document.

3. Follow Up Guidelines

These guidelines were updated recently. BMS to add update re GIST and send to GF.

5. Clinical Trials Report and Programme for Improvement

To discuss in research meeting after SAG and feedback

6. Newsletter

The group signed off the newsletter pending the following changes:

- Remove Regorafenib from CDF update
- Add a space between 'A' and 'questionnaire'
- Spelling mistake – guage
- Add date of RMH workshop

GF to circulate to LSESN. Also send to communications lead at LCA who can then circulate to CCG leads, drawing attention to paragraph on diagnostic clinics.

7. 2WW Form

GF gave an update on the incorrect version of the LSESN 2WW form that has been circulated to some GPs in the London Cancer area without SASG approval. The Transforming Cancer Services team has said that it is not possible to re-circulate the correct form as it is already embedded on the GP systems in these CCGs however they have updated the form to be circulated to the remaining CCGs in London Cancer and also for rolling out to LCA. The form will be amended again following the publication of the new NICE guidelines and so will be re-circulated to all GPs

The SAG questioned why the form needs to be signed off now, and whether it would be better to wait until the publication of the NICE guidance. The SAG were also unhappy with the layout of the form. GF explained that the form does not look the same when displayed electronically, however the SAG felt that some GPs will print off the form and so it is not fit for purpose. The box for clinical history in particular was felt to be too small and not very clear.

AN will feedback comments to the TCS team.

8. Any Other Business

Item on next agenda – feedback of RMH study day and discussion of future educational meetings.

JWo to contact Sarcoma UK re support/sponsorship of LSESN sarcoma diagnostic engagement event.

AN updated that NHS England (London) is being re-structured. There will be three area teams: SE and SW; NW; NC and NE. Each area will have nominated service specialists and supply managers. Regional Level service specialists will be appointed responsible for a Programme of Care (cancer). They will assume responsibility of pan London commissioning for sarcoma. Until they are in post AN will continue to attend the SAG.

MN noted that RNOH currently hold all surveillance patients (3-6 monthly MRIs for diagnostic uncertainty) on the PTL which has become more problematic now that it is a requirement to submit PTLs weekly. RMH, UCLH and NHSE agreed that such patients do not need to remain on the PTL; the clock can be stopped for these patients as surveillance counts as a treatment. Following this discussion RNOH will look at taking these patients off the PTL so that they are following the same policy as other SAG centres.



NORTH AND EAST



Present:

Andrew Hayes (Chair)	Consultant Surgeon	RMH
Charlotte Benson	Consultant Medical Oncologist	RMH
Gemma French	Project Manager	UCLH
Robin Jones	Consultant Medical Oncologist	RMH
Ian Judson	Consultant Medical Oncologist	RMH
Caitriona Liebenberg	Service Manager	RMH
Aisha Miah	Consultant Clinical Oncologist	RMH
Angela Newman	Service Specialist	NHS England London
Marvin Nyadzayo	Interim Operational Manager	RNOH
Beatrice Seddon	Consultant Medical oncologist	UCLH
Sandra Strauss	Consultant Medical Oncologist	UCLH
Julie Woodford	Nurse Consultant	RNOH
Shane Zaidi	Consultant Clinical Oncologist	RMH