



National Cancer MDT Coordinators Forum Team Meeting
Friday 17th May 2011
Holiday Inn, Birmingham New Street
Business Centre 3 Board Room

Present; Juanita Asumda (JA), Sue Hughes (SHs), Di Wlikes (DW), **Apologies;** Di Riley (DR), Margaret Fleming (MF), Christopher Burns (CP), Anna Peart (AP), Tamsin Birkby (TB), Angela Heer (AH).

		ACTION
1	Minutes of 21st January 2011 The minutes were accepted as correct with no amendments	
2	NC MDTC Forum Team membership – update <ul style="list-style-type: none"> • <i>Scotland</i> – Lindsay Campbell has confirmed that Christopher Burns, Sarcoma MDT Co-ordinator will act as a 'Postman' only and will not be able to attend any of the Forum Team meetings in person. JA will be responsible for sending up-dates to Christopher Burns. • <i>Ireland</i> – Margaret Fleming is unable to attend the Forum Team meetings because of funding issues. JA will try and formalise a contact relationship. • <i>Wales</i> – Sue Hughes – has resigned as the current Welsh representative on the Forum Team. Shelagh Reynolds, WCSIU will seek to find a replacement. • <i>Forum database</i> – the Forum database is currently managed by Sue Hughes, as such, due to Sue's resignation a replacement will have to be found. <p>Please could people come forward who would like to take on the role. JA noted that the Constitution stipulates that the role of Secretary includes the management of the Forum database.</p>	JA
3	NC MDTC Forum Future Strategy – current Forum Team members to seek to further their links within the respective Networks in order to 'spread the word' and encourage interaction between hospitals/ Networks/ Trusts. JA to approach the development team regarding representatives for the existing vacancies on the Forum team. She will also approach Di Riley regarding this issue.	JA

4	<p>NC MDTC Conference Calls</p> <p>Review of schedule timetable to be postponed whilst membership issues regarding the Forum Team are being resolved. JA to re- visit as appropriate.</p>	JA
5	<p>MDT Development Group – Update</p> <p>Self assessment and feed back tool – MDT Fit – this has been under trial in order to ensure that the pilot will be easier to manage. The trial has gone well. Further trials are taking place. Hoping to pilot by the end of the year. Networks throughout the country will be invited to pilot the finished package which will include the MDT DVD.</p> <ul style="list-style-type: none"> • Next Meeting – 14th September 2011 	JA
6	<p>MDT UKACR Training Programme – Update</p> <ul style="list-style-type: none"> • Members of the training group are currently involved in populating the modules with the content for the training package. • Conference participants were able to access these modules during the recent MDT conference. • Next meeting 26th May in Bristol. • Stake holders will attend a separate meeting on the 6th June in London. 	JA/SH/DW
7	<p>MDT Co-ordinators National Conference 2011</p> <ul style="list-style-type: none"> • Presentations are available on the Website http://www.ncin.org.uk/cancer_type_and_topic_specific_work/multidisciplinary_teams/mdt_coordinators_forum.aspx 	JA
8	<p>NC MDT Co-ordinators Communication</p> <ul style="list-style-type: none"> • Forum Newsletter <ul style="list-style-type: none"> - Summary of 2011 conference - JA to invite the two co-ordinators from London to write on article on their 'take' on the conference - Items of interest – Forum team members to send to DW. - JA to provide an up-date on the MDT Training programme and the MDT Development programme. • CAT newsletter <ul style="list-style-type: none"> - Summary of 2011 conference - Items of interest – Forum team members to send to DW - CAT deadline 27th May to DW to be finalised by 3rd June and sent to JA 	DW JA
9	<p>MDT Coordinators National Conference 2012</p> <ul style="list-style-type: none"> • Date – Draft agreed • Venue – Draft agreed • Presentations – Draft agreed • Programme – Draft agreed 	
10	<p>AOB:</p> <ul style="list-style-type: none"> • Apologies from Di Wilkes for the meeting of the 28th June 2011 • JA – education day for recording TNM cancer stage. Friday, 10th June, Royal College of Pathologist, 2, Carlton House Terrace, London. Get in touch with JA over the next week to confirm. 	