



National Cancer MDT Coordinators Forum Team Meeting
Tuesday 26 October 2010
Holiday Inn, Birmingham New Street
Business Centre 3 Board Room

Members present: Juanita Asumda (JA), Serena Hodges (SH), Angela Heer (AH), Anna Peart (AP), Lindsay Campbell (LC) – by conference call

Apologies: Di Riley (DR), Trish Hewitt (PH), Sue Hughes (SH's), Margaret Fleming (MF), Di Wilkes (DW)

1	<p><u>WELCOME</u> JA welcomed Lindsay Campbell to the Forum who was connected by conference call. LC will be the Scottish representative for the time-being, but will give us a permanent representative over the coming months.</p>
2	<p><u>MINUTES FROM LAST MEETING</u> The minutes of the last meeting were agreed and signed off by the Chair (JA).</p>
3	<p><u>NC MDTC Forum Quarterly Meetings</u> After discussion, it was agreed that in the future not to hold any overnight meetings. We will keep to day meetings only, in keeping with the other national teams. The meetings will commence at 10.00am and finish at 4/5.00pm.</p>
4	<p><u>NC MDTC Conference Calls</u> SH's to pull together everyone's availability and find agreed convenient dates and times. To begin in 2011.</p> <p>Next conference call is 8 December from 1.15 – 1.45 pm.</p>
5	<p><u>NC MDTC Forum Constitution</u> JA to amend with minor changes and distribute for circulation and upload to website.</p>
6	<p><u>NC MDTC Forum Team membership – update</u> JA gave the following update on members who had expressed an interest in joining the Forum.</p> <p>Agreed that a recruitment drive was needed as people's roles are changing nationally and it is important to get more people involved. Very important to keep pursuing the membership of the Forum.</p>
7	<p><u>UKACR Imp Outcomes Training Programme</u> Update from meeting 13 August 2010 - Sue Hughes attended this meeting and the minutes of this meeting have been circulated. SH's has received several volunteers to pilot the e-learning.</p> <p>Following on from this meeting JA gave the following update:</p> <ul style="list-style-type: none"> • In the training package there is an overlap with the training of cancer registry staff and MDT Coordinators. The Cancer Registries will undertake the face-to-face training and include the MDT Coordinators.

	<ul style="list-style-type: none"> • The quality of the training needs to be consistent. • Noted, that despite financial constraints the training package is still on the agenda.
8	<p><u>MDT Development Group</u> Update from Meeting 23 June 2010 – JA gave the following update:</p> <ul style="list-style-type: none"> • Implementing the 'Characteristics of an effective MDT' – potentially to be incorporated into the Peer Review measures, which is continually evolving, without compromising its original remit. • DVD has been produced, using actors, showing scenarios of good practice and not so good practice of MDTs and what is acceptable and what is not acceptable. It is 20 minutes long, and will be ready for general use during January/February 2011. MDTs will be encouraged to view this DVD during operational meetings. This will be shown at next year's conference. • Next meeting is 9 February 2011 <p>Cancer Reform Strategy Refresh This is due out in January 2011, to take into changes resulting from the new coalition government. Clinical outcomes are being looked at in relation to waiting times. New developments financially and nationally are also being taken into account. Internationally, the UK has very poor data quality although it is slowly improving. Data collection and quality will be the main point for us.</p>
9	<p><u>Update from TVCN Network meeting 30 June 2010</u> AP gave an update on this meeting. She had been unable to attend it herself but the feedback had been that it had been a useful and informative session. The Network meetings have the full support of the cancer managers and the membership has been updated. They are also very keen to be involved with any pilots in relation to the training.</p>
10	<p><u>NC MDT Coordinators Communication</u> CAT Magazine Following required for the next edition in January 2011. Deadline for submissions 15 November to JA.</p> <p>NC MDT Forum Newsletter Following required for the next edition in November 2010. Deadline for submissions 15 November to DW. Distribution and upload to website by 29 November.</p> <p>NC MDT Forum Website – NCIN Following to be uploaded on the website - JA to action.</p>
11	<p><u>MDT Coordinators National Conference 2011</u></p> <p>Date: Wednesday 2 March 2011</p> <p>Venue: Birmingham Hilton Metropole, Birmingham International</p> <p>Agenda for the day – agreed, most of the speakers have confirmed acceptance, just waiting on a couple who may have other commitments clashing with our day.</p>