

National Cancer MDT Coordinators Forum Team Meeting

Thursday 5th September 2013, 11.00am-2.00pm

National Cancer Intelligence Network (NCIN)

5th Floor, Wellington House

Minutes

Present: Juanita Asumda (JA), Trish Stokes (TS), Suzanne Jenkins (SJ), Sabina Wilmshurst (SW) via TC, Di Wilkes (DW) and Nathan Brasington (NB). **Apologies:** Tamsin Birkby (TB) and Angela Heer (AH).

1. Welcome Trish Stoke

JA welcomed Trish Stokes who will be working with the Forum Team now in place of Di Wilkes. Within NCIN Trish is responsible for COSD and the E-learning package.

2. Minutes from MDTC Forum meeting 2nd May 2013

These were agreed

3. Membership and Communications

All

- NC MDTC Database

DW

DW is still updating the database and there are still new people being added to it.

- NC MDT Forum website, NCIN

JA

- Twitter / Facebook

NB/ JA

Need to raise the profile of this. **Possible uses :**

a) use it as a place to put updates.

b) A place to share good practice - but we need to remember that not all organisations allow access to social media via work computers.

c) Queries re COSD could be posted and answered - if cannot be answered by Forum members could be passed on to appropriate people.

d) Forum members could have links to the FB and Twitter account underneath their e-mail signatures (if permissible by individual organisations)

Action: NB to check with Trish Watts as to the rules surrounding what the sites can be used for. Received.

- Clarification of Boundaries

TS / JA

Action: JA to update list and send out. Updated and sent. TS sent out map.

- Vacancies

- Regions Covered: North East, North Cumbria, Hambleton & Richmondshire Districts of North Yorks
- Region Covered: East of England
- Region Covered: East Midlands
- Region Covered: Northern Ireland - We also need a representative for Northern Ireland who is active as we do not have contact.

Actions: DW to send a list of the Wales coordinators on the database to SJ plus a copy of the registration form. TS to speak with Anna Gabin, at NI Cancer Registry to see if she has any suggestions for a representative.

4. MDT UKACR Training Programme

JA/ TS

- E-learning Package - update

SB is now going to be part of the Content Authors meeting with JA. NB & JA are on the Project Board group.

SJ stated that she felt that the Breast module was very heavily weighted towards registry staff rather than MDT coordinators. This is due for review in September 2014.

A customised summary is currently in design which will advise MDT coordinators which sections will be helpful to them.

TS stated that it has the potential to be used by a lot more groups and possibly to be used in countries where cancer registries are currently being developed.

Feedback needs to be more structured so there is discussion currently around using a survey monkey.

Action: TS to send out to Forum members analysis of what modules have been used most.

- PB E-Learning Meeting 2nd July 2013
- CA E-Learning Teleconference 28th August 2013

5. National MDT Conference 2014

All

- Evaluation 2013 - SJ had done a draft evaluation which was discussed.
- Agenda / Speakers - discussed and agreed
- Will again be with NCIN Conference but it was agreed that a whole day is needed.
- Location - confirmed and agreed.

6. AOB

All

- Sonita Sarkar, Review of current documentation used in Urology MDT meetings
Wanted contact details for Urology MDT coordinators as investigating proformas.
Has been advised to link in with the National Prostate Group.