



National Cancer MDT Coordinators Forum Team Meeting
Tuesday 13th April 2010
Holiday Inn, Birmingham New Street
Business Centre 3 Board Room

Members present: Juanita Asumda (JA), Serena Hodges (SJH), Sue Hughes (SH), Margaret Fleming (MF), Angela Heer (AH), Di Riley (DR)

Apologies: Di Wilkes (DW), Anna Peart (AP), Trish Hewitt (PH)

1	<p><u>MINUTES FROM LAST MEETING</u> Minutes of the last meeting 29.1.10 - The group agreed these were a true and accurate record. No amendments.</p>
2	<p><u>MDT COORDINATORS NATIONAL CONFERENCE 2010</u> PRESENTATIONS - All presentations are now available on the new MDT Taskforce Webpage via the NCIN Website. Web Address is: http://www.ncin.org.uk/outcomes/forum.shtml</p> <p><u>EVALUATION REPORT - SUMMARY</u> - The group assessed the results of the evaluation from the National Conference in March. The overall impression was of a positive one with confirmation that delegates continued to find the annual event as friendly, worthwhile and interesting. The presentation given by Carol Rotherham, MDT Coordinator for Urology Services @ SHH "A day in the life of an MDT coordinator" was seen and received as a light hearted look at the role which most of the delegates could agree to. This presentation, the Urology and Oesophago Gastric were the most popular at the event. The Summary will also be included in the MDT Newsletter.</p>
3	<p><u>MDT NATIONAL CONFERENCE 2011</u> The group agreed in principle of two possible dates these being either the 1st or 2nd March 2011. JA will confirm once she has check relevant availability re: venue etc. JA to request adequate rooms are available for presentations/workshops and lunch areas. It was also suggested that there should be an "Inspirational Speaker" to open the event - possibly Mike Richards - DI will speak to Mike and confirm etc with group. It was felt that due to the number of last minute cancellations and non attendees that for the next event each Network were to have a designated number of "slots" for delegates depending on Network size. There would be a deadline date for each Network and should the designated slots not be used then these could be released for other people who wish to attend. The next event will be held in Birmingham as this was felt was more central for everyone.</p>
4	<p><u>NC MDTC FORUM TEAM MEMBERSHIP</u> It was noted that 20 new forum members were recruited from the National Conference. We now have approx. 500 members.</p>
5/6	<p><u>NC MDTC FORUM MEMBERSHIP</u> MDTC Force Team membership is still an issue with vacancies across the UK not being filled. There has been interest shown in Scotland, North East, East of England and London. Yorkshire & The Humber has unfortunately shown no uptake to date. A possible solution in the interim is for the current committee members to pick up those networks where there is no representative until one in place. JA to chase up those who have shown an interest to confirm</p>

	<p>whether they would be willing to join the committee ensuring they are aware of what is required of them.</p> <ol style="list-style-type: none"> 1. Action – All committee members to approach the Network they cover to ensure the work of the MDT Taskforce is highlighted across the networks. 2. Action – All members to bring to the next MDTC meeting their process on how they disseminate information to forum members and who there link is in each of the networks and numbers of members etc.
7	<p><u>NC MDTC FORUM TEAM DOCUMENTS</u> DR produced up to date documents re: Terms of Reference and Draft Constitution of the Group. Various changes were agreed and conference calls to be included. DR will ensure these documents are updated where they will be signed off by the June meeting. Both documents to be presented at the MDT Steering and NCIN Groups.</p>
8	<p><u>NC MDTC FORUM WEBSITE</u> The website is now up and running. Question was raised on how many “hits” the MDT page has. DR to enquire how this can be achieved. Summary of team minutes etc to be uploaded to the site.</p>
9	<p><u>NC MDTC FORUM NEWSLETTER</u> Summary of the 2010 conference to be submitted for the forum newsletter. Sue Jenkins from South Wales has been nominated to write about her experience of the conference.</p>
10	<p><u>CAT MAGAZINE</u> DW has taken photos at national conference.</p> <ol style="list-style-type: none"> 1. Action - JA to contact her to ask if these can be incorporated into magazine. Two delegate reviews to be included also. 2. Action - JA to pick 2 delegates from the attendance list and ask them for their views on the conference. Approx 200 words are required. 3. Action – JA to include central committee details and network vacancies.
11	<p><u>MDT TASKFORCE – VICE PRESIDENT REVIEW</u> The group decided that at present that this role was not appropriate at this time but will again be reviewed later on in the year should things change.</p>
12	<p><u>MDT COORDIANATORS/REGISTRY TRAINING PROGRAMME UPDATE</u> DR gave an update on the progress of training etc. Tribal report has now been completed and sent to the appropriate stakeholders for comments.</p> <p>E-Learning (Royal College). DR notified the group that the DOH had invited them to put in a bid that had been accepted. The next meeting (23.4.10) with the DOH is to discuss how to take the e-learning forward for coordinators and registry staff (although this would not be a recognised national qualification). There was a suggestion that this could be accomplished by putting modules in place i.e. 8/9 modules which will include Data Information/MDT coordinator information/Cancer Registry Information. It is envisaged that within the next year certain modules for each group should be available. DR suggested that if the committee wanted to take forward some work re: recognised qualification it is suggested they speak to relevant bodies on how they received qualifications for their roles etc.</p>
13	<p><u>MDT DEVELOPMENT STEERING GROUP - UPDATE</u> DR informed the group that this group is now chaired by Mike Richards.</p> <ol style="list-style-type: none"> 1. Action – JA to circulate the minutes from the Steering groups minutes to all committee members to enable them to keep up to date with what’s going on which will also enable them to be able to inform their networks on any queries they may have with developments of the MDT forum. 2. Action – All committee members to cascade to their members within their networks the document that was recently published “Characteristics of an Effective MDT”. This could help MDT teams measure their compliance against the recommendations in the report and could also help them with their focus on the documentation required for the peer review process.