



National Cancer MDT Coordinators Forum Team Meeting
Friday 18th June 2010
Holiday Inn, Birmingham New Street
Business Centre 3 Board Room

Members present: Juanita Asumda (JA), Sue Hughes (SH), Margaret Fleming (MF), Di Wilkes (DW)

Apologies: Di Riley (DR), Anna Peart (AP), Trish Hewitt (PH), Angela Heer (AH), Serena Hodges (SH's)

1	<p><u>MINUTES FROM LAST MEETING</u></p> <p>The minutes of the last meeting were agreed and signed off by the Chair (JA).</p>
2	<p><u>MDT CO-ORDINATORS' CONFERENCE 2010</u></p> <ul style="list-style-type: none"> • Presentations from the conference are now available on the new website, www.ncin.org.uk/outcomes/forum.shtml. All Forum members are being encouraged to visit the new website.
3	<p><u>NC MDTC FORUM TEAM MEMBERSHIP</u></p> <ul style="list-style-type: none"> • A draft constitution together with an application form to join the Forum Group has been sent out to potential applicants. A telephone interview with each applicant will take place before a formal offer to join the Group will be made. All vacant regions are now covered by a potential applicant. The interviews will hopefully be completed and a full complement of representatives in place by October. • NC MDTC Forum – there are currently 502 members registered. New members are sent a 'welcome to the forum' e-mail and are also given the contact details of their relevant Forum Group representative.
4	<p><u>MDT CO-ORDINATOR/ REGISTRY TRAINING PROGRAMME</u></p> <ul style="list-style-type: none"> • The MDT Co-ordinator/ Registry training programme has now been taken under the umbrella of the MDT Development group • Up-date from last meeting (8th June) – the training package will involve 3 elements: <ul style="list-style-type: none"> a) Training package b) Competency of training c) Qualification • Next meeting 13th August 2010 – meeting will be in workshop format and will hopefully move forward the programme with regards to delivery etc.
5	<p><u>MDT DEVELOPMENT GROUP</u></p>

	<ul style="list-style-type: none"> • MDT development DVD focus group – last meeting, 27TH May 2010 – Following on from the 'Characteristics of an effective MDT' published earlier this year, MDT Teams from across the UK volunteered for the MDT meetings to be filmed. Actors were then employed to re-enact and scripts were reviewed to make sure they were clinically suitable. • The DVD was subsequently reviewed by the focus group on the 27th May. JA felt that the DVD would provide a positive and constructive tool in encouraging MDTs to identify 'best practice' and elements to in aspire to in their MDT working. The group is due to meet next on the 23rd June when approval for the DVD will be sought from the entire MDT Development Group and a process sought for distribution. Pilot sites may well be required to volunteer to trial the DVD and should contact Cheryl Cavanagh if they are interested.
6	<p><u>THAMES VALLEY CANCER NETWORK MEETING 30TH JUNE 2010</u></p> <p>MDT co-ordinators from this network were not able to attend the 2010 conference. The Forum Group agreed to arrange a separate meeting/workshop for the MDT Co-ordinators in this network in order to bring them up to date on what was delivered at the conference. Tina Ball will facilitate this meeting and provide feed back to JA for the next group meeting. Anna Peart to provide feedback to Marion Foster, as she will not be at the meeting.</p>
7	<p><u>NC MDTC FORUM NEWSLETTER</u></p> <ul style="list-style-type: none"> • The newsletter is more or less ready for distribution. DW will circulate a draft copy to all Forum Group members for their comments by the 25th June 2010.
8	<p><u>NC MDTC WEBSITE - www.ncin.org.uk/outcomes/forum.shtml</u></p> <p>Items for inclusion:</p> <ul style="list-style-type: none"> • Newsletter • Abridged version of minutes of Group meetings
9	<p><u>CAT MAGAZINE</u></p> <ul style="list-style-type: none"> • JA to include an up-date regarding the MDT training programme and the details of any new members that have joined the group. • Do any group members want to write an article for this issue? • JA to ask AP whether she would like to write an article regarding her new role on the taskforce and her role within Thames Valley Cancer Network. • All Forum Group members to think about future issues of both the CAT magazine and the Forum Newsletter and to try and come up with some interesting cancer articles or similarly related newsworthy material that could be submitted for publication.
10	<p><u>MDT CO-ORDINATORS' CONFERENCE 2011</u></p> <ul style="list-style-type: none"> • Date – 1st choice Tuesday 1st March, second choice is the 2nd March. These dates are currently 'pencilled' in but a decision is required soon or the dates will be lost. • Venue – Birmingham - options include the Hilton Metropole or Holiday Inn. It has to be noted however that the first venue is much more suited to the needs of the conference. • Presentations – Agenda agreed speakers to be approached. • Workshops – Workshops agreed speakers to be approached. • Articles for Programme – Articles agreed speakers to be approached. <p>**Evaluations from the previous conference identified a request to extend the duration of the workshops**</p> <p>**Additional notes: Offer MDT co-ordinators the opportunity to sit with fellow tumour site specific MDT co-ordinators for the presentations**</p>