Minutes

Subject: Photonet MCN Steering Group Meeting
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Author: Aneta Gorczynski
Date: 25 August 2016, Sidlaw Room, Kings Cross Hospital, Dundee

Present:
Mrs Liz Callan, Deputy Charge Nurse, NHS Lanarkshire
Mr Kevin Campbell, Photonet Technician, NHS Tayside
Mrs Joanna Campbell, Charge Nurse, NHS Tayside
Dr Robert Dawe, Consultant Dermatologist, Photonet Lead Clinician, NHS Tayside
Mrs Una Donaldson, Charge Nurse, Queen Margaret’s Hospital, NHS Fife
Mrs Mhairi Gallacher, Photonet Network Manager, NHS Scotland
Mrs Aneta Gorczynski, Programme Support Officer, NHS NSS
Ms Karyn Robertson, Senior Programme Manager NSS NNMS

Videoconference:
Ms Karne McBride, NHS Lothian Principal Medical Physics Technologist
Dr Ruth Ray, Associate Specialist, NHS Lothian
Dr Louise MacFarlane, Consultant Dermatologist, NHS Highland

Apologies:
Dr Fiona Craig, Consultant Dermatologist, NHS Grampian
Mrs Lynn Fullerton, Senior Clinical Technologist, NHS Tayside
Ms Helen McKendrick, Dermatology Clinical Nurse Specialist, NHS Borders
Dr Sheena Russell, Consultant Dermatologist, NHS Fife

Chair: Dr Robert Dawe

1. Welcome & Apologies
   Dr Dawe welcomed everyone to the meeting including Ms McBride, Dr Ray and Dr MacFarlane via videoconference. Apologies were noted. The meeting was recorded for administrative purposes.

2. Minutes of 21 April 2016
   The minutes were accepted as correct record of proceedings.

3. Matters Arising/Action Tracker
   Mrs Gallacher updated the group regarding outstanding actions on the Action Tracker as follows:
   - Item 16: Paediatric Treatment Guideline: Document had been finalised and would be added to Photonet website and included in Photonet Newsletter.
   - Item 23: Nurse Education: link to lime survey had been circulated to the Steering Group – it was agreed to reword some of the questions.
   - Item 38: Phototherapy and Immunosuppressants – general guidance to

ACTION

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be drafted.

- **Item 40: Photosys referral form:** The referral form (along with the Standards Document, Photonet Patient Information Leaflet and Information Governance documents) had been updated to reflect change in consent procedure for storing patient data. The referral form would be published on the Photonet website and highlighted in the next Photonet newsletter.

- **Item 41: Guidance for MED testing using TL01 Hybec Device:** It was noted that the guideline had been finalised and would be published on Photonet website and included in the newsletter.

- **Item 42: Incident Form:** No further information had been available.

4. **Photonet National MCN Review 2017**

Ms Robertson had provided the meeting with an overview of the National Review process which Photonet MCN would be undergoing from Autumn 2017. It formed part of the standard review process that takes place every 3-5 years for all national services. A report would be provided to the National Specialist Services Committee.

- **Aim of the review:** to assess to what extent the MCN is achieving its core principles, how well the network meets the needs of stakeholders and how well it is achieving designation objectives.

- **The value of the network and recommendations of the future status of the network.**

- **Evidence based review undertaken in partnership with the Network.**

- **Provide an opportunity to review aims and objectives and set strategic goals of the network.**

- **Project board would be set up to support the review. Additionally there would be expert review group created which would include phototherapy experts, representatives from clinical side, planning and service management staff.**

- **The evidence would look at Network annual reports, mid year reports and minutes of the meetings against designation objectives.**

- **Review timeline:** review implementation document to be created looking at membership of the review group - Network Manager, Senior Programme Manager, Programme Support Officer, representatives from network disciplines (ideally not members of the steering group) and patient representatives. Usually there would be two review meetings.

- **Final report would be submitted to National Patient Public Professional Reference Group and National Specialist Services Committee.**

- **There would be an opportunity to invite a phototherapy expert to be involved in the process from further afield and Ms Robertson confirmed expenses would be covered.**

- **Chairperson:** representative from planning or services management.

- **Timescale:** It was confirmed that the first review group meeting would be arranged in January 2017.

Noted that Dr Dawe’s term as Photonet Lead Clinician would end on 31 March 2017. It was proposed that he continued in the role of Lead Clinician throughout the review process. Lead Clinician post would be advertised as planned, however Dr Dawe would work alongside the new Network Lead Clinician until end of the review process. This proposal was accepted by the Steering Group and it was agreed to add the Network Review to the 2015/16 workplan.
5. **2016-17 Workplan Update**
Mrs Gallacher provided an update on the 2016-17 workplan. There were 7 high level objectives:

- **Objective 01: Audit** – self audit forms had been issued to 36 centres across Scotland with a deadline of 31 August 2016. Information Management Team staff have full access to Photosys and would assist the Network Office in producing data for annual audit reports.

- **Objective 02: Photonet Standards and Treatment Protocols** – noted this subject was on the agenda as a separate item.

- **Objective 03: Education** – Photonet National Meeting had taken place in May 2016. Noted that the Learnpro project was ongoing with further work required for the assessment sections of the course. Mrs Gallacher mentioned that the current online course continued to be unavailable for users. The issue had been raised a number of times with the host website SHOW. Mrs Gallacher agreed to escalate as required.

- **Objective 04: Equity of access** – Dr MacFarlane reported there had been ongoing discussions regarding setting up Phototherapy hub in Sutherland Hospital. A treatment room had been identified and 2 nurses had agreed to provide clinic support 3 mornings per week. A portable UVB cabinet was available at Raigmore Hospital which had been serviced and could be used in the short term. In the longer term, a new UVB machine would need to be purchased. Dr MacFarlane had also noted that a GP in Caithness had expressed an interest in setting up a Phototherapy service. This would reduce waiting times and the need for patients to travel long distances to receive treatment.

- **Objective 05: Photosys** – plans to move Photosys from NHS Tayside to NHS NSS. There had been approval from SMT for the first phase of the project to move and upgrade to a new version of Oracle. A project team had been established and a Project Manager identified from NSS. It was noted that Dr Dawe and Mrs Gallacher would form part of this group. The meeting agreed that Mrs Fullerton would be asked to join the project team. Noted that Ms Gorczynski was undertaking Photosys Users view.

- **Objective 06: Ensure network is able to effectively deliver its objectives:**
  - Communication strategy had been drafted.
  - Patient leaflets had been circulated to Steering Group for comment.
  - Review of all sites/clinicians contact details – review was ongoing.

- **Objective 07: Risk Register** – updated on an ongoing basis

The evaluation report regarding Photonet Annual Meeting had been circulated with the papers for the meeting. The 2017 event was discussed and Mrs Gallacher confirmed that Perth Royal Infirmary had been provisionally booked for Thursday 25 May 2017. Reviewing this year’s feedback had highlighted a number of suggestions
for the next event:

- Information on MED testing
- Repeating the improvement workshop
- MCN review process
- Formal launch of new platform for Education Course
- Update on protocols and guidelines

Mrs Gallacher asked Steering Group members to consider the programme for next year’s meeting and to suggest keynote speakers and possible workshop topics.

7. Annual Meeting Improvement Workshop Feedback

Feedback from the Improvement Workshop had been circulated to the members before the meeting. Ms Robertson offered support in taking forward improvement projects which could form part of next year’s event to feedback on progress made.

It was noted that Improvement B: ‘Better agreement between meter calibrations to improve patient dosimetry’ was already being implemented by the Photophysics sub-group. Mrs Gallacher agreed to write to Ms McKendrick regarding being involved in an improvement cycle and would include an item in the next newsletter.

8. Photonet Standards

Draft document had previously been circulated to the group for comment and the following was noted:

- Standard 6b.5 (‘The Photophysics Group should organise a dosimetry training workshop every 5 years and at least 80% staff should be in attendance’) – the group agreed to remove this standard from the document.
- Standard 7b Referral (‘Phototherapy is prescribed by a trained dermatologist or another medical practitioner working under the supervision of a Dermatologist’). It was suggested to remove word ‘medical’ and add ‘local – same Health Board’ practitioner.
- Standard 7c Urgent referrals (‘Patient referred urgently for phototherapy by a dermatologist will start treatment within 3 weeks’). The group discussed urgent referrals and concluded there is a need to specify criteria for urgent referral as those will vary across the centres. It was agreed to keep this standard as it is however to review data around urgent visits.
- Standard 7e.1 (‘The consent form, which is combined with the referral form, is signed by 90% 100% patients prior to starting each course of UVB or PUVA treatment and is filed in patient’s record’) – change 90% to 100% and add wording around signing the form by the patient or designated person.
- Standard 7i.1 (‘Each centre uses a database system of patient who consent to allow generation of lists of at risk patients’) – take out ‘patient who consent’ from the sentence.

Agreed to update Photonet Standards document with the above changes and to add a link to the website in the next newsletter.

9. Photonet Treatment Protocols

A number of changes were noted:

- Treatment Protocol no 2, 4g). The following sentence was added: ‘If changing psoralen or route of psoralen consider reviewing local protocols’.
- Treatment Protocol no 2, 4k). “Consider checking ANA & ENA and seeking medical advice regarding possible biopsy if not straightforward PLE.
- Treatment Protocol no 9, 4). Change wording to: ‘Timely follow-up should be arranged with the referrer/ medical staff for patients who are taking acitretin
(Neotigason) or isotretinoin (Roaccutane). The document would be updated and highlighted in the next Photonet Newsletter.

10. **Terms of Reference 2016/17**
Mrs Gallacher informed the group the template for the document had been changed and the following was noted:
- Dr MacFarlane’s name and designation would be added to ‘Photonet Steering Group Representation’ table (page 8).
- Ms McKendrick had notified the Network Office that she had changed her hours of work which meant she wouldn’t be able to attend Photonet Steering Group meetings. The meeting was agreeable to Helen remaining on the Steering Group and providing feedback on documentation etc.
- Noted that Dr Craig was moving from Aberdeen Royal Infirmary to Forth Valley. She had expressed an interest in remaining on the Steering Group however this would depend on the local requirements of her new post.
- Ms Robertson mentioned that it would be helpful to add information on the quorum required for meetings to go ahead.
- Steering Group Chairperson – traditionally it had been the Network Lead Clinician who undertook this role. Ms Robertson suggested that it would be worthwhile considering inviting a person from outwith the Steering Group to chair future meetings.

Based upon the changes to the document discussed, the group endorsed the terms of reference.

11. **Incident Proforma Review**
The document was endorsed and a link would be made available to the website in the newsletter.

12. **Incident Form received from Unit for discussion**
An Incident Form had been submitted and circulated with the papers for the meeting. The group discussed the incident where a patient had reported painful/burn to eyes after 22nd dose whole body exposure of TL01. Patient had been wearing red goggles at the time of treatment and had suggested they had let light through the lense. Following the incident, Medical Physics had checked all the goggles at the unit and stated they complied with safety standards and were safe to use. Since the incident the hospital had decided to add safety information before the patient use the cabinet to close their eyes (including using goggles as normal). It was felt by the steering group that it may be unsafe for patients to close their eyes during treatment and that the goggles comply with safety standards.

13. **Annual Unit Reports – individual unit pie charts of outcomes for psoriasis & atopic eczema**
Dr Ray had suggested that it would be helpful for this information to be included in future audit reports and it was agreed that this would be done. Mrs Gallacher had also noted that a meeting had been arranged with the Information Management Team at NHS NSS to discuss Photonet reporting arrangements, including possibility of creating dashboard for more immediate reporting as well as looking to streamline annual audit reporting.

14. **Dates of future meetings in 2016**
The meeting originally planned for 24 November had been cancelled. New Date: 8 December 2016 at 12.30 pm.

15. **AOCB**
There were no matters arising.