Minutes

Subject: Photonet MCN Steering Group

File ref: K:\07 Health Support Services\Specialist & Screening\NMCNs & NMDNs\Networks\Phototherapy\Steering Group\Mins\2017-08-31 Photonet SG Mins

Author: Aneta Gorczynski

Date: 31 August 2017, Sidlaw Room, Kings Cross Hospital, Dundee

Present:
Mrs Liz Callan, Deputy Charge Nurse, NHS Lanarkshire
Dr Robert Dawe, Consultant Dermatologist, Photonet Lead Clinician, NHS Tayside
Mrs Una Donaldson, Charge Nurse, Queen Margaret's Hospital, NHS Fife
Mrs Lynn Fullerton, Senior Clinical Technologist, NHS Tayside
Mrs Mhairi Gallacher, Photonet Network Manager, NHS Scotland
Mrs Aneta Gorczynski, Programme Support Officer, NHS NSS
Dr Sheena Russell, Consultant Dermatologist, NHS Fife

Videoconference:
Ms Karne McBride, NHS Lothian Principal Medical Physics Technologist
Dr Ruth Ray, Associate Specialist, NHS Lothian

Apologies:
Mr Kevin Campbell, Photonet Technician, NHS Tayside
Mrs Joanna Campbell, Charge Nurse, NHS Tayside
Mrs Helen McKendrick, Dermatology Clinical Nurse Specialist, NHS Borders
Ms Karyn Robertson, Senior Programme Manager NSS NNMS
Dr Louise MacFarlane, Consultant Dermatologist, NHS Highland

Chair: Dr Robert Dawe

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| 1. | Welcome and apologies  
Dr Dawe welcomed everybody to the meeting and the apologies were noted as above. |
| 2. | Minutes of 20th April 2017  
The minutes were accepted as correct record of proceedings. |
| 3. | Matters arising/action tracker  
Mrs Gallacher updated the group on the actions from the previous meeting and the following points were noted:  

**Item 1: Use of Photosys by Welsh and English centres/private hospitals:** Mrs Gallacher confirmed that she had spoken with the Central Legal Office regarding the request from English units to use Photosys. Further discussions are being held with Senior IT staff at NHS NSS to seek confirmation that Photonet would be able to allow English and Welsh hospitals to use Photosys with appropriate agreements in place after the system has been moved.  

Mrs Gallacher also provided an update regarding Photosys move to NHS NSS |
platform and the following points were noted:

- Unable to carry out UAT as an old version of the system was providing incorrect results – this was rectified and currently was at the stage of awaiting Caldicott approval to commence UAT on live version.
- Before the system would go live all current Photosys users would require new username and password (with the cost to the Network of an initial £25 followed by £6 per year thereafter person). The Network would need to ensure that only staff using the system regularly were given access – Photosys Users Review would be carried out on annual basis to fulfil this requirement.

Steering group members asked whether this login would also provide access to dashboard. Mrs Gallacher agreed to confirm the requirements to access Tableau.

**Item 38: Phototherapy & Immunosuppressants:** Dr Dawe was to draft general guidance to support nursing staff dealing with patients undergoing number of treatments – this action was still ongoing.

**Item 49: Photonet Dashboard:** new version of the dashboard was soon to be circulated to the Steering Group for comments. In the new version there was more emphasis on outcome standards and tracking how individual units were performing against the rest of Scotland.

**Item 55: Staffing audit:** Mrs McBride informed that phototherapists’ competencies were on the agenda for the Photophysics Meeting in October – she would feedback at the next meeting.

**Photonet Review Process:** At this point of the meeting Mrs Gallacher provided the group with the update on the progress of the review:

- General feedback from the review group was positive, majority of outcomes were scored green. Mrs Gallacher provided feedback on outcomes with an Amber status.
- **Service user representation:** the group asked the Network to review patient questionnaire and look at different ways of obtaining patient feedback. Currently 20 patient questionnaires were circulated to each phototherapy unit in Scotland. Mrs Gallacher encouraged the group to forward examples of patient questionnaires that were being used in units. It was noted this will be revisited and discussed at a later stage.
- **Education & training:** LearnPro course was near completion.
- **Protocol for cancer follow up** (recommendation from the previous review) – although implemented the protocol couldn’t be properly audited due to outstanding Photosys change controls. Expert Review Group recommended re-visiting the process and introducing interim measures. It suggested and agreed to add a further question to the list of CHIs asking units whether the patients were invited for skin review in past 12 months. Mrs Gallacher to update self audit documentation to reflect this change.
- **Equity of access:** Good progress around equity of access was noted by ERG as a number of new units were coming on board. Support from health economist in terms of review of phototherapy cost against expensive drug therapies was encouraged.

Final report would be drafted and submitted to national committee providing recommendation whether to re-commission the network, decommission or provide number of recommendations to fulfil. Steering Group will be informed of outcome
as soon as it is known.

### 4. 2017/18 Workplan Update

Mrs Gallacher provided an update around equity of access and the following points were noted:

- **Pitlochry:** plans to open in September 2017 - staff undergoing training.
- **Arbroath:** started to treat patients on 30 August (self administering phototherapy in the hospital setting).
- **Lochgilphead:** commenced treating patients again following staffing issues.
- **Perth Prison:** not currently treating patients due to lack of trained staff.
- **Haddington (East Lothian):** meeting arranged to support the case for new phototherapy unit.
- **Orkney:** meeting arranged to support the case for new unit on the island.

### 5. Terms of Reference

Updated version of Terms of Reference was circulated with the papers for this meeting.

Dr Ray enquired whether the length of tenure for clinical lead should be longer than 3 years taking into consideration such specialised discipline like phototherapy.

The group suggested re-wording the ToR to read: ‘The Clinical Lead shall be appointed for initial period of 3 years with the view to extend it for further 3 years with the agreement from the Network’. Mrs Gallacher to liaise with NHS NSS to seek approval before endorsing the ToR.

Mrs Gallacher suggested reviewing membership of the group:

- **Billy Brant (NHS Grampian):** Mrs Gallacher to check with him about his continued involvement on the Steering Group given difficulties in being able to attend meetings.
- **Gill Keber:** nurse from Shetland to be invited to join the group.
- **Dr Alastair Kerr:** Dermatology Consultant now based in Queen Elizabeth University Hospital to be invited to join the group.
- **Nikki Grant:** Dr Ray suggested her specialty colleague would be potentially interested to join the group in due course. Dr Ray to action.
- **Lothian Phototherapist:** Dr Ray to consider if a Lothian phototherapist would be able to support the work of the Steering Group going forward.
- **Liz Callan:** agreed that if she was unable to attend that a colleague could possibly deputise in her absence.

Mrs Gallacher was to approach those mentioned and terms of reference to be updated to reflect new membership. With changes mentioned above Terms of Reference were endorsed and would be published on Photonet website.

### 6. 2017 Annual Meeting Evaluation

Dr Dawe summarised that the Annual Meeting had been well attended and feedback was positive despite only 50% of evaluation forms returned.

The group suggested to possibly removing the question 1 from next year’s evaluation form. Short discussion took place around different ways of evaluating the event e.g. to introduce an electronic questionnaire/survey giving staff time to reflect on the outcomes of the meeting prior to certificate of attendance being issued.

Change of venue and recording the event were other suggestions to be taken on
board when planning next year’s event.

Dr Dawe encouraged the group to forward suggestions regarding speaker for next year.

7. **Learning Needs Analysis Evaluation**
   The group shortly discussed the Learning Needs Analysis Report circulated with papers for this meeting and the following points were noted:
   - **LNA response:**
     It was acknowledged a good response from all the units, number of areas highlighted were covered in online course for phototherapists, however inability to attend the courses in person was the biggest issue for majority of staff.
   - **Education event for nurses**
     The group suggested organising education event aimed at nursing staff only, not annually but every other year.
     It was noted that some hospitals provide periodically ‘in-house’ training therefore not everybody might be released to attend national event. It was noted to add a question to self audit form enquiring about availability of local training/frequency.
     Once the results were back Photonet might coordinate/promote the training (based on rotational basis) in each unit encouraging staff to attend.
   - **On-line course sign off**
     Once LearnPro was live, on completion the staff would receive learnpro certificate acknowledging the completion of the learnpro component of their training. However in order to receive a full completion certificate there would be a requirement to sign off mentoring element of the programme and forward to the Network Office to produce final certificate.

    Mrs Gallacher informed that all points discussed would form part of education strategy for Photonet which she will draft and circulate to the group for comments.

8. **Incident Report**
   Incident form from Monklands Hospital was circulated with the papers for this meeting.
   The patient attending for psoriasis treatment on trunk and arms experienced burns on the legs due to wearing different clothing than at the previous sessions.
   The unit were now asking patients specifically to wear the same clothing for all phototherapy sessions or same material/thickness of clothing. Unfortunately the unit wasn’t able to offer changing facilities to the patients due to lack of space.

9. **General Photonet Leaflet for Review**
   General patient information leaflet was circulated with the papers for this meeting.
   Short discussion took place and it was suggested to add ‘research’ to the sentence in third paragraph on page 2: ‘This information may be used for audit and **research** (maintaining and improving clinical standards)...’
   Changes to the leaflet to be made and published on Photonet website.

10. **Referral Form for Review**
Photosys referral form was circulated with the papers for this meeting.

Mrs Gallacher referred to primary diagnosis part of the form – it transpired that clinicians were choosing more than 1 diagnosis for the patients. Sometimes more than one diagnosis is then entered into Photosys and the system double counts as a result. A change control needed for Photosys is to make it impossible to enter more than one diagnosis. In the meantime it is particularly important to emphasise that referring clinicians only select one diagnosis.

The group suggested to amend the form adding in brackets: ‘PRIMAR Y DIAGNOSIS (please choose 1 diagnosis only)’.

It was noted that the referral form used in Lothian had different wording – Dr Ray offered to forward the form to Mrs Gallacher for reference.

It was noted changes should be made on page 2 removing Yes/No options.

Mrs Gallacher to amend the form, highlighting this in the next Photonet newsletter to ensure the staff completing the form were aware of changes.

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<tr>
<th>11. Draft 2016/17 Self Audit Form</th>
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<tr>
<td>Draft self audit form was discussed and number of changes proposed:</td>
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<tr>
<td>• Question regarding local in-house training availability to be added.</td>
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<td>• Section C (skin cancer surveillance) to be slightly amended to reflect suggestions made earlier at this meeting.</td>
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<td>• Section F (patient questionnaire) to be removed and actioned separately.</td>
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<td>• Section D (personnel providing phototherapy services in Scotland): list of staff entering data into the Photosys to be listed. ‘WTE’ (whole time equivalent) to be re-worded to avoid confusion.</td>
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<td>• Section G (equipment audit): remove last box.</td>
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<td>• Question 16: wording to be amended to emphasise home phototherapy used in hospital setting. To be added ‘If Yes, what type of unit’.</td>
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<td>Mrs Gallacher to amend the form to reflect the points noted.</td>
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<td>Results of equipment audit, staffing audit and equity of access to be shared with the group at the next Steering Group meeting.</td>
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<th>12. AOCB</th>
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<td>Dr Russell informed the group that Phototherapy Department at Queen Margaret Hospital would apply to local endowment fund to purchase new UVB cabinet. She asked the group for recommendation with regards to which type of unit to buy.</td>
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<td>Mrs Fullerton highlighted another unit that was successfully used in Perthshire which would be more cost effective in terms of purchase price.</td>
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<td>Mrs Gallacher agreed to forward to Dr Russell information collated by Mr Campbell regarding all the types of cabinets used across Scotland for reference.</td>
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<th>13. Dates of future meetings</th>
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<td><strong>Thursday 30th November 2017, 10:30</strong> – please note change of time!</td>
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<tr>
<td>Photonet Annual Performance Review (APR) &amp; Photonet Steering Group Meeting, Sidlaw Room, Kings Cross Hospital, Clepington Road, Dundee</td>
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<td><strong>Thursday 24 May 2018</strong>: Provisional 2018 Annual Meeting Date</td>
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