

HPB Specialists Membership and Terms of Reference

1. Purpose

The HPB Specialist sub group supports goals set out in Calman-Hine, to consistently achieve the best possible outcomes for patients and to achieve this by ensuring access to a uniformly high quality of care and service provision across the Network.

The HPB Specialists support the overall aim of the YCN and facilitates the collaboration of both cancer nurses and Allied Health Professionals to provide optimum care based on best practice.

The HPB Specialists endorse the Nursing and Dietetic aspects of the Upper GI Improving Outcomes Guidance and Supportive and Palliative Care Guidance and will develop and provide services according to the recommendations in addition to other National Cancer Strategy Documents i.e. the Cancer Reform Strategy.

The HPB Specialists are the main source of HPB cancer nursing and specialist dietetic advice to the Pancreatic NSSG and the Lead Nurses Group.

The HPB Specialists will provide representation on and influence the work of the main Pancreatic NSSG.

The work plan of the HPB Specialists will support the work and contribute to the work plan of the Pancreatic NSSG and the Lead Nurses Group.

2. Membership

- a) HPB Cancer Nurse Specialists from each Acute Trust within the YCN or an appropriate representative;
- b) Specialist Dieticians or Dieticians with an interest in HPB Cancer from each of the Acute Trusts;

Airedale NHS Trust
Bradford Teaching Hospitals NHS Foundation Trust
Calderdale and Huddersfield NHS Foundation Trust
Harrogate and District NHS Foundation Trust
Leeds Teaching Hospitals NHS Trust
Mid Yorkshire Hospitals NHS Trust
York Hospitals NHS Foundation Trust

- c) Representation from other professional groups, including PCT's and Palliative Care, will be invited and approached in-line with specific project work;
- d) Service Users may be invited in line with specific project work;
- e) Network Nurse Director and representation from the YCN Lead Team when required.

3. Chair and vice chair

The group will have a Chair and Vice Chair from within the membership, each for two years duration. The vice chair will succeed the chair. The roles will be nominated by members of the group. If there are two or more people nominated there will be a vote to decide who will be elected. If the chair is from a Cancer Centre, the vice chair will be from a Cancer Unit.

4. Management support

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Management support will be provided by a member of the network team, generally this will be the Network Nurse Director

5. Administrative support

Administrative support will be provided unless held outside of the YCN

6. Frequency of Meetings

The group will meet at least every six months. Additional working groups may form to take specific work streams forward to meet deadlines.

7. Terms of reference

To lead on and develop HPB cancer nursing and dietetic education across the YCN in collaboration with members of the HPB NSSG.

Service planning, Service improvement and redesign, Service quality monitoring and evaluation

- To share good practice, to reduce duplication of effort and reproducing work already completed;
- To lead on aspects of work incorporated in the HPB NSSG and, if appropriate, the Lead Cancer Nurses Group work plan, e.g.: Patient Information and User Involvement;
- To lead and influence the implementation of the Nursing and Dietetic aspects of the Upper GI IOG and Peer Review;
- To be aware of non cancer national guidance and policy to identify the relevance and potential impact for HPB cancer patients;
- To provide advise to the HPB NSSG on the Nursing and Dietetic aspects of the referral and clinical guidelines for HPB cancer;
- To develop and promote models of HPB cancer Nursing and Dietetics that will aim to provide flexibility for service delivery and meet recruitment and retention needs. As well as utilizing the Knowledge and Skills Framework and skills for health competencies to promote competency based roles that meet the needs of the patient at all points on their pathways of care;
- To provide advice for the HPB NSSG on the Nursing and Dietetic aspects of cross boundary integrated care pathways across primary, secondary and tertiary care provision. To promote and challenge the potential of the Nursing and Dietetic role in services along the patient pathway.

8. Workforce development

To lead on and develop HPB Cancer Nursing and Dietetic education across the YCN in collaboration with members of the HPB NSSG.

9. Research and Development

To promote and support research and development projects.

10. Annual Work Plan and Report

To produce a work plan that links into the HPB NSSG and Lead Cancer Nurses Group work plans.

To contribute to the HPB NSSG and Lead Cancer Nurses Group annual report as appropriate for the work undertaken by the Group.

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