

Chemotherapy Lead Nurses



Actions of the meeting held on
Tuesday 12 May 2009, 14:00

Yorkshire Cancer Network

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

Mrs P Dyminski	Airedale NHS Trust
Ms M Ryan	Bradford Teaching Hospitals NHS Foundation Trust
Ms J Swire	Calderdale and Huddersfield NHS Foundation Trust
Ms T Feber	Harrogate and District NHS Foundation Trust
Ms K Bashir	Leeds Teaching Hospitals NHS Trust
Ms B Tate	
Ms C Copperwheat	Mid Yorkshire Hospitals NHS Trust
Ms L McGuire	
Ms S Child	York Hospitals NHS Foundation Trust
Mrs J Toovey	Yorkshire Cancer Network

1. Welcome and Introductions			
Log No	Action	Lead(s)	Deadline
1	June Toovey welcomed everyone to the meeting and introductions were made around the table.	N/A	N/A
2. Background to the Group			
Log No	Action	Lead(s)	Deadline
2	June Toovey gave a brief background to the chemotherapy agenda and the reforming of the Lead Chemotherapy Nurses Group. June Toovey informed the group of the development of the Tri-Network Gateway Group and the reforming of the YCN Chemotherapy Group.	N/A	N/A
3. Role of the Group			
Log No	Action	Lead(s)	Deadline
3	The role of the group was discussed. It was highlighted that they wanted to be a functional working group and to have an influence regarding chemotherapy nursing and service delivery across the Network. The YCN Lead Chemotherapy Nurses Group has a representative on the YCN Chemotherapy Group, this will enable a formal link between the work of both groups. It was agreed that the Lead Chemotherapy Nurses Group would be involved in the work priorities of the Chemotherapy Group.	N/A	N/A
4. Terms of Reference			
Log No	Action	Lead(s)	Deadline
4	June Toovey tabled a draft Terms of Reference. No amendments were made at the meeting. Draft ToR to be circulated with the Action Log of the meeting. Members to feedback any amendments to the ToR by Friday 5th June 2009 to sophie.thornborow@ycn.nhs.uk .	All Members	05/06/2009

4. Terms of Reference			
Log No	Action	Lead(s)	Deadline
5	<p>The group nominated Bernadette Tate as Chair and Tricia Feber as Vice Chair of the group.</p> <p>The group agreed that to be successful as a working group representation from each Trust needs to be present either by a Lead Chemotherapy Nurse or their deputy.</p> <p>Group members to forward details of deputies to Sophie Thornborow.</p> <p>Sophie Thornborow to co-ordinate responses and update the group membership.</p>	All Members & S Thornborow	29/05/2009
5. Work Plan			
Log No	Action	Lead(s)	Deadline
6	<p>The group discussed the ongoing work being undertaken in York regarding group assessment of chemotherapy competencies. The group discussed the work plan and agreed to include the following:</p> <ul style="list-style-type: none"> • Education and Training, material for use across the Network (Cancer Care Education Programme and Chemotherapy Training Programme). • Competencies for chemotherapy delivery for use across the Network. • Review and Development of policies relating to the delivery of chemotherapy, including central venous catheter, chemotherapy administered oral and intravenous. • Chemotherapy assessment process before delivery and at the end of the pathway. • Nursing involvement of the implementation of the Cancer Reform Strategy. <p>June Toovey to produce a draft work plan to reflect the discussions, to be circulated with the Action Log for comments and amendments by Friday 5th June 2009.</p>	J Toovey & S Thornborow	05/06/2009
6. Any Other Business			
Log No	Action	Lead(s)	Deadline
7	The group had no further items for discussion.	N/A	N/A
7. Future Meeting Dates			
Log No	Action	Lead(s)	Deadline
8	<p>The group agreed that it was important to review the current policy for chemotherapy delivery as a priority and it was agreed to hold 2 full day workshops to achieve this.</p> <p>Sophie Thornborow to circulate meeting details.</p>	S Thornborow	27/05/2009

Date of Next Meeting(s)

Monday 13th July 2009 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Monday 21st September 2009 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital