

Actions of the meeting held on  
Monday 17 October 2011, 09:00

Yorkshire Cancer Network

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

**Present:**

Mrs H Johnson	Bradford Teaching Hospitals NHS Foundation Trust
Ms J Swire	Calderdale and Huddersfield NHS Foundation Trust
Ms T Feber (Chair)	Harrogate and District NHS Foundation Trust
Mrs K Bashir	Leeds Teaching Hospitals NHS Trust
Ms S Coulson	
Ms A Kenny	
Ms L McGuire	Mid Yorkshire Hospitals NHS Trust
Mrs T Goldsbrough	York Teaching Hospital NHS Foundation Trust
Mrs J Toovey	Yorkshire Cancer Network

**Apologies**

Mrs S Child, Mrs P Dyminski, Miss R Hollis

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
31	T Feber welcomed H Johnson to the meeting and introductions were made around the table. H Johnson will be representing Bradford following M Ryan's retirement.	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
32	The action log from the last meeting was agreed as an accurate record.	N/A	N/A
<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
33	Patient Information  H Hurley will be attending the next meeting to agree the patient information pathway.  Patient Information to be added to the agenda of the next meeting.	S Thornborow	14/11/2011
34	Acute Oncology  The group were updated. The Network-wide induction training is now available on the Network website. Agreement reached at the last Acute Oncology Group that the nationally developed and the Harrogate triage tools would be recommended for use across the Network.	N/A	N/A

<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
<b>35</b>	<p>E-Learning</p> <p>K Bashir updated the group that the E-Learning package is nearly complete. The electronic test has been finished.</p> <p>K Bashir to complete the E-Learning package by the end of December 2011.</p> <p>J Toovey to send K Bashir the SHA LMS Lead contact details.</p>	As Detailed	December 2011
<b>36</b>	<p>UKONs Conference Update</p> <p>T Goldsbrough and J Swire provided an update as follows:</p> <ul style="list-style-type: none"> <li>- Early diagnosis saving 5000 lives NAEDI work stream high priority.</li> <li>- National patient survey to commence in Autumn.</li> <li>- There will be an increase in targeted therapies which will lead to an increase in chemotherapy delivery.</li> <li>- QIPP agenda continues. AOS implementation has been shown to enable a reduction in acute admissions and bed days.</li> <li>- A patient diary for oral chemotherapy has been developed by nurses at Guys and St Thomas's. For further information and ordering contact info@oaklyjohnson.co.uk.</li> <li>- Sanofi Aventis have developed a chemotherapy diary that contains the national triage tool.</li> </ul> <p>J Toovey to see if the triage aspect can be adapted for use in the Network.</p> <p>J Swire to contact dry company to gain permission to use.</p>	As Detailed	ASAP
<b>3.1 Nominations for Chair &amp; Vice Chair</b>			
Log No	Action	Lead(s)	Deadline
<b>37</b>	<p>S Child and J Swire have agreed to Co-Chair the group and will commence in December 2011.</p> <p>J Toovey agreed to meet with S Child and J Swire to review terms of reference and work programme.</p>	S Thornborow	ASAP
<b>4. 24 hour telephone policy</b>			
Log No	Action	Lead(s)	Deadline
<b>38</b>	<p>The policy was tabled. Group members highlighted that some numbers required amending.</p> <p>All group members to send any amendments to S Thornborow for editing by Friday 4th November.</p>	All Members	04/11/2011
<b>5. Update Criteria for acting as an assessor</b>			
Log No	Action	Lead(s)	Deadline
<b>39</b>	<p>The paper was tabled and discussed with amendments suggested.</p> <p>J Toovey agreed to take the suggestions to D Thomson.</p>	J Toovey	ASAP

<b>6. Update Guidelines for the Checking, Administration and Handling of Systemic Anti Cancer Treatment (SACT) (Parenteral or Oral)</b>			
Log No	Action	Lead(s)	Deadline
40	The group agreed to update the policy next year.	N/A	N/A
<b>7. Latest patient satisfaction survey</b>			
Log No	Action	Lead(s)	Deadline
41	<p>The latest version of the survey was tabled. The group agreed it would be valuable to use a patient survey for chemotherapy across the Network. It was agreed that this would be carried out in February/March 2012 and would be handed out at a minimum of 40 consecutive patients on cycle 3 or more of their chemotherapy treatment.</p> <p>It was suggested that the survey could be expanded to cover chemotherapy related acute oncology services.</p> <p>A small working group agreed to look at the survey and make amendments.</p> <p>T Goldsbrough to identify additional questions required to incorporate acute oncology.</p>	As detailed	Update at the Next Meeting
<b>8. Acute Oncology NOS</b>			
Log No	Action	Lead(s)	Deadline
42	<p>T Feber fed back from a national meeting:</p> <ul style="list-style-type: none"> <li>- NOS are being developed for AOS. They will map across to level 7 on the careers framework and would be at a similar level to the chemotherapy advanced practitioner.</li> <li>- An acute oncology forum is being established at a national level.</li> <li>- The chemotherapy NOS are now available on the skills for health website.</li> </ul>	N/A	N/A
<b>11. AOB</b>			
Log No	Action	Lead(s)	Deadline
43	<p>One-Day Education Programme</p> <p>T Feber reminded the group that they had been asked to develop a chemotherapy session for the one day cancer education programme being developed by the Network.</p> <p>K Bashir to revise the cancer care programme session and send to the group for agreement.</p>	K Bashir	ASAP
44	K Bashir agreed to send the competencies for intra vesical chemotherapy to J Toovey for circulation to the group with the action log.	K Bashir	ASAP
45	<p>Scenarios for use in staff assessment.</p> <p>Group members agreed to send examples to S Thornborow for onward circulation to the group.</p>	All Members	Discuss at the Next Meeting

<b>12. Date of Next Meeting(s)</b>			
Log No	Action	Lead(s)	Deadline
<b>46</b>	S Thornborow to book 6 meetings next year from 9.30 - 3pm.  The business meeting will be held from 9.30 - 12pm. The group has the opportunity to discuss group work and service developments from 12.30 - 3pm.	S Thornborow	ASAP

**Date of Next Meeting(s)**

Monday 28th November 2011 9:30am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 18th January 2012 9:30am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 21st March 2012 9:30am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 23rd May 2012 9:30am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 18th July 2012 9:30am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 12th September 2012 9:30am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 14th November 2012 9:30am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital