

**Actions of the meeting held on
Wednesday 04 March 2009, 13:30**

Yorkshire Cancer Network

Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Present:

Mrs M Jennings	Harrogate and District NHS Foundation Trust
Sister P Byrne	Leeds Teaching Hospitals NHS Trust
Ms C Holman	User Partnership Group
Ms D Burwell	York Hospitals NHS Foundation Trust
Ms G Powell	
Mr C Sloane	Yorkshire Cancer Network

Apologies

Mrs J Archer, Ms E Bentley, Miss L Carroll, Ms J Crossley, Ms L Goulding, Ms L Hall, Ms J Hemingway, Mrs J Neilson, Mrs K Ruddock, Ms L Shaw, Mrs J Toovey

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
58	Margaret welcomed all to the meeting and read out the apologies. Margaret informed the group that this was her first meeting as Chair and expressed her thanks to Lynn Shaw for all the hard work and effort she has given in her time as chair to this group. Members of the group present also acknowledged Lynn's excellent contribution and commitment to this group in her role as chair.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
59	The action log from the last meeting was accepted as an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
60	Membership Margaret re-iterated the need to have representation at these meetings from across all localities. Ideally this should be the lead for colorectal cancer services in each trust. Where this is not possible a deputising representative should attend. All localities to send a representative to these meetings	ALL	ALL

3. Matters arising			
Log No	Action	Lead(s)	Deadline
73	<p>Bowel Cancer Surgery DVD</p> <p>Diane Burwell fed back to the group her recent presentation of the York Bowel Surgery DVD to the YCN Patient Information Steering group. 5 members of the group had agreed to take a copy of the DVD and feedback comments to Diane to bring to this meeting. Comments received were very positive and overall everyone felt that it would be worth exploring further the possibility of producing the DVD on a Network wide basis.</p> <p>The feedback will be taken to the next patient information group meeting in May. The project will also need support from the YCN Colorectal NSSG and needs to be discussed at the next meeting on 19th March.</p> <p>DVD to be put on the agenda for the Colorectal NSSG March 19th 09</p> <p>Feedback to be taken to the next YCN Patient Information Steering group meeting 11th May 09</p>	D, Burwell	19/03/09 and 11/05/09
4. Anterior Resection Syndrome - working group			
Log No	Action	Lead(s)	Deadline
61	<p>This group has not met as yet but will be convening a meeting in the near future. Margaret will keep the group updated on this work.</p> <p>To keep members updated on this work</p>	Jennings, M	Ongoing
5. Nurse Directory			
Log No	Action	Lead(s)	Deadline
62	<p>Margaret tabled the latest version of the nurse directory. All agreed it is an excellent resource.</p> <p>Contact details for Diane Burwell (York) and Paula Byrne (Leeds) need to be added.</p> <p>Add Diane Burwell and Paula Byrne contact details Re distribute the amended directory</p>	Carroll, L	18/03/09
6. Patient Information			
6.1 Pathways			
Log No	Action	Lead(s)	Deadline
63	<p>Margaret informed the group that the information pathways were now complete for colorectal cancers. The next steps are to look at the implementation of them and how this can be done and audited.</p> <p>Colin Sloane informed the group that Jane Archer (YCN Patient Information and Support Manager) is currently looking at developing implementation guidelines for all of the pathways. This work is being done through the Network Patient Information Steering group which Jane and Colin jointly chair.</p> <p>The group were all in agreement that the implementation of the information pathways is going to present some difficult challenges and they would like some involvement in the development of the guidelines, along with other nursing groups in the network.</p> <p>Jane Archer and Colin Sloane to ensure all stakeholders are involved in the work to develop the information pathways implementation guidance.</p>	Archer, J	Ongoing

6. Patient Information			
6.2 Closure of Ileostomy			
Log No	Action	Lead(s)	Deadline
64	<p>The Ileostomy booklet is now ready in draft and will be sent to Lucy Carroll to go through the YCN Editorial Panel.</p> <p>Update at next meeting</p>	E, Bentley and K, Ruddock	Next Meeting
7. Holistic Assessment			
Log No	Action	Lead(s)	Deadline
65	<p>The group highlighted the ongoing problems with implementing robust systems for holistic assessment of patients. Locally the nurses have difficulties due to not having the patients notes available at the time when the assessments are done, this means that any records taken at the assessment do not go into the patients notes so that other health care professionals can see what has been offered/agreed at the assessment.</p> <p>Across Localities the difficulties are around local trusts not having robust communication systems. Individual trust have different systems in place and this causes difficulties when patients are transferring from one trust to another for elements of treatment/care.</p> <p>The group agreed that this is a work in progress and should be a regular item for the nurses group to update on.</p>	Jennings, M	ongoing
8. Patient Satisfaction Surveys			
Log No	Action	Lead(s)	Deadline
66	<p>Colin Sloane gave the group some brief background around the surveys and explained that the YCN User Partnership Group were keen to lead this piece of work. After lengthy consultation with service user groups and health professional groups they now have 3 surveys ready to pilot. The Colorectal group have agreed to be a part of the pilot and all localities are being asked to identify 20 patients to give questionnaire B to. Questionnaire B relates to the first treatment as an in - patient which in most cases for colorectal is when they come in for surgery (not Radiotherapy or Chemotherapy)</p> <p>It was agreed that the questionnaires would be given out on the 20th April 09.</p> <p>The pilot questionnaires will be returned to the YCN in pre paid envelopes provided by the YCN</p> <p>Colin thanked the group for agreeing to be part of the pilot and will E-Mail further details about the pilot to all of the colorectal nurses in the local trusts</p> <p>Colin to e-mail details of the pilot and further instructions to all colorectal nurses in the network.</p>	Sloane, C	18/03/09
9. Update on Peristeen			
Log No	Action	Lead(s)	Deadline
67	<p>Margaret informed the group about some problems she has been experiencing around District Nurses giving Peristeen. The issue is around competencies required by them before they are allowed to administer Peristeen. Margaret is working with the Lead District Nurse to resolve this issue.</p> <p>Margaret to update the group at next meeting</p>	Jennings, M	next meeting

10. Any Other Business			
Log No	Action	Lead(s)	Deadline
68	<p>User Led Research Project</p> <p>Christine Holman talked to the group about a research project she is very keen to do. Following on from Christine's very successful talk at the Colorectal education event in January, she is really interested in doing some research around what it feels like to be a colorectal patient. Margaret suggested involving the Macmillan training and Development Co ordinator Dawn Graham, and arranging to meet with her to look at developing the idea and potentially funding it.</p> <p>Margaret to find contact details of Macmillan Training and development co ordinator Dawn Graham and pass to Lucy Carroll</p> <p>Lucy Carroll to arrange a meeting with the Dawn Graham, Christine Holman and Margaret Jennings</p>	Jennings, M and Carroll, L	18/03/09
69	<p>'Supporting patients through radiotherapy' Event</p> <p>Paula Byrne informed the group about the event being held at the Bexley Wing in Leeds ' supporting patients through radiotherapy' 18th March 09. Anyone wanting further information can contact Paula.</p>	N/A	N/A
70	<p>Transfer of care letters</p> <p>Paula Byrne talked to the group about the letters that her team send when a patient is transferred from Leeds back to their local trust. The letters are currently sent to the consultant but recent feedback suggests the Colorectal CNS's are not always made aware of this in the local trusts. Paula is currently looking at how this could be managed better.</p> <p>Paula will keep the group updated</p>	Byrne, P	next meeting
71	<p>Pelvic Radiotherapy</p> <p>Paula raised her concerns around patients who have pelvic radiotherapy prior to surgery and the risk of Vaginal Stenosis. The concern is that this risk is not routinely discussed with the patients. The group felt it would be useful to discuss this further at the next Colorectal nurses meeting.</p> <p>Add to the agenda for the next meeting</p>	Carroll, L	next meeting
72	<p>Colorectal Stoma Care Symposium</p> <p>Margaret Jennings had attended the above event and reported to the group that an education programme is going to be launched soon. The training is RCN accredited and takes approx 4 to 8 hours to complete as a work based learning programme. The programme will be Free and reps will be visiting localities to promote it soon.</p>	N/A	N/A
74	<p>Colorectal Audit</p> <p>Margaret talked to the group about a colorectal audit that Marlene Holland (YCN Service Improvement Facilitator) is proposing. The audit is based around referral to diagnosis and linking to the 2 week wait targets. Margaret had distributed Marlene's e-mail and asked for feedback. So far she has only received feedback from one member. Margaret will send a reminder asking for feedback and will then liaise with Marlene to take this forward.</p> <p>Margaret to send reminder to all members for feedback/comments</p> <p>Margaret to liaise with Marlene Holland to progress with this.</p>	Jennings, M	18/03/09

Date of Next Meeting(s)

Thursday 11th June 2009 1:30pm
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 9th September 2009 1:30pm
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Tuesday 1st December 2009 1:30pm
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital