

Sub Regional End of Life Care Group Group



Actions of the meeting held on
Thursday 21 May 2009, 11:30

Yorkshire Cancer Network

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

Present:

Ms C Rock	Bradford Teaching Hospitals NHS Foundation Trust
Ms D Gordon	Calderdale and Huddersfield NHS Foundation Trust
Dr M Kiely	
Dr S Kite	Leeds Teaching Hospitals NHS Trust
Mrs P Featherstone	NHS Bradford & Airedale
Dr I Fenwick	
Mrs J Cawtheray	NHS Calderdale
Ms S Hogston	NHS Leeds
Ms M Oakhill	NHS Wakefield District
Ms J Thorpe	
Dr J Warren	St Michael's Hospice
Ms K Crawshaw	Wakefield Hospice
Dr A Seymour	
Dr A Garry	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mrs J Toovey	

Apologies

Ms C Harker, Mr B Kilgallon

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	C Rock welcomed members to the first meeting of the newly formed Sub Regional End of Life Care (EoLC) Group, previously the Palliative Care Group and introductions were made.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
2	The action log from the last meeting of the Palliative Care Group was agreed as an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
3	► Background Information C Rock gave the Group some background information on the formation of the new Group; The Palliative Care Group had been under the auspices of the YCN for a long time with part of the Groups remit being to take forward the Cancer Agenda in terms of Palliative Care, over the past 2 years the YCN had wanted to expand the group to include the non cancer agenda. Following the release of the End of Life Strategy 2008 the SHA and YCN have supported this expansion of the group remit, staying under the structure within the YCN.	N/A	N/A

3. Matters arising			
Log No	Action	Lead(s)	Deadline
4	<p>► SHA Yorkshire & Humber EoLC Pathway Delivery Board</p> <p>J Toovey advised the Group that they will feed into the SHA Y&H EoLC Pathway Delivery Board, as will similar Groups in the HYCCN and the NTCN. The aim is for the SHA Y&H EoLC Pathway Delivery Board to look at what work needs to be undertaken at an SHA level, and what can be done at a sub regional level (by the three Network Groups) and shared across the SHA to avoid duplication of work.</p> <p>J Toovey advised the Group that they will be responsible for taking forward the DNAR and Ambulance work on behalf of the SHA.</p>	N/A	N/A
5	<p>► Metastatic Spinal Cord Compression</p> <p>J Toovey advised the Group a half day workshop was held on 1st May to develop a Network-wide action plan for the implementation of the NICE Metastatic spinal cord compression guidance.</p> <p>J Toovey to forward the information on who within the Network is leading this work to the Group.</p>	J Toovey	12.06.09
4. Strategy			
4.1 Terms of Reference and membership EoLC group			
Log No	Action	Lead(s)	Deadline
6	<p>C Rock tabled the Group membership list and advised the Group that this is still evolving, all specialities that are not yet represented such as social services.</p> <p>E Jehan to circulate the Terms of Reference and group membership. A table will also be forwarded for members to identify the different roles and specialities (one member may represent more than one) they are representing on the group.</p>	E Jehan/All	26.06.09
7	<p>Concerns were raised regarding the split between cancer locality groups and EoLC locality groups, with the feeling that many key people are still attending the cancer meetings and the right people are not yet attending the EoLC meetings. J Toovey informed the Group that it is important that new Group members are nominated by, and are involved in the work of the locality groups to create clear links with the EoLC Group, so where disease groups are not represented, specific locality work streams can be identified and the views of the locality groups can be used to gain wider clinical guidance, further to this it is important that members of the Group are feeding back to their locality groups and disseminating relevant information.</p>	N/A	N/A
8	<p>J Toovey advised the Group that several nominations have been received from LTHT including AHP's, Lead Palliative Care Nurse, Community Manager and Social Services, a AHP commissioner from Bradford has also been nominated. Concerns were raised about having a good representation from across the Network, the Group agreed to accept the AHP commissioner and the Leeds Social Services nomination at present.</p> <p>E Jehan to add Marie Gallagher, Leeds Social Services nomination, and Liz Moore, OT Commissioner to the Group and invite her to the next meeting.</p>	E Jehan	26.06.09

4. Strategy			
4.1 Terms of Reference and membership EoLC group			
Log No	Action	Lead(s)	Deadline
9	<p>The Group discussed having a Service User on the Group and how to link into different user forums.</p> <p>The Group discussed having a representative from Age Concern involved in the Group, as well as involving other Clinical Networks such as the Cardiac Network, J Toovey agreed to make contact with Clinical Networks to see what work they are taking forward and how the YCN could link in.</p> <p>J Toovey to make contact with Clinical Networks and feedback at the next meeting.</p>	J Toovey	07.07.09
4.2 Chair and Vice Chair			
Log No	Action	Lead(s)	Deadline
10	<p>The Group discussed the role of Chair and Vice Chair.</p> <p>It was agreed that C Rock would continue as Chair during the transition into the new Group and members of the Group would express their interest in taking on this role. C Rock advised the Group that on average she spent 2-4 hours per week on work regarding this Group.</p> <p>J Toovey informed the Group that part of the role of Chair would involving being a link into the Supportive & Palliative Care Steering Group and the SHA Y&H EoLC Pathway Delivery Board.</p> <p>Members of the Group to contact J Toovey (june.toovey@ycn.nhs.uk) to express their interest in taking on the role of Chair/Vice Chair and to agree at the next meeting.</p>	All / E Jehan	07.07.09
4.3 Project manager (attachment)			
Log No	Action	Lead(s)	Deadline
11	<p>C Rock and J Toovey advised the Group that the Network has received one off funding from the SHA of £50,000 for a Project Manager to support the Group, a job description has been drafted and this is currently with HR in Leeds.</p> <p>The Group agreed that this role would be most beneficial in a full time capacity.</p> <p>E Jehan to circulate the draft job description and person specification and members of the Group to submit any comments to networkofficer@ycn.nhs.uk by 30th June.</p>	E Jehan / All	30.06.09
4.4 Work Programme			
Log No	Action	Lead(s)	Deadline
12	<p>C Rock discussed the frequency of meetings, previously the Palliative Care Group met on a quarterly basis, the Group agreed to keep this the same and to arrange one off meetings when necessary.</p> <p>The Group agreed to take the draft work programme back to their locality groups for comments, and to finalise the Work Programme at the next meeting.</p> <p>All members of the Group to take the draft work programme to their locality groups and feedback at the next meeting.</p>	All	07.07.09

5. Clinical Governance			
5.2 Syringe drivers (attachment)			
Log No	Action	Lead(s)	Deadline
13	<p>C Rock informed the Group that there has been recent work done around Syringe Drivers and the Network put together a paper at the request of the Palliative Care Group, locally there has been discussion around the paper and it was agreed that this is an area for commissioning to look at.</p> <p>The Group agreed to discuss this further at the next meeting.</p> <p>All localities to update the Group at the next meeting.</p>	E Jehan	07.07.09
5.3 DNAR - Y&H Regional Approach			
Log No	Action	Lead(s)	Deadline
14	<p>C Rock informed the group that there was an agreement at the SHA meeting that one single form should be created for documenting DNAR decisions, as currently there are many different forms in use.</p> <p>As Bradford PCT are leading on the commissioning for the ambulance Contracting, the Network Board and SHA EoLC Pathway Delivery Board have agreed that they should also lead on the DNAR work.</p> <p>Alison Fuller, Head of Clinical Governance at Bradford PCT will be leading all PCT's on the DNAR until a lead commissioner is appointed in the near future. Alison is setting up a steering group to take the work forward.</p> <p>M Kiely, A Garry and C Rock volunteered to be representatives on the Group, as would Linda Wilson.</p> <p>Any members of the Group who are interested in being involved in the Group to contact Emma Jehan (networkofficer@ycn.nhs.uk).</p>	All	N/A
5.4 YAS update			
Log No	Action	Lead(s)	Deadline
15	<p>J Toovey advised the Group that she is in the process of speaking to Peter Mortimer about the YAS.</p> <p>As in 5.3; Bradford PCT are leading on the contract negotiations with YAS on behalf of the SHA. A steering group is to be set up. J Toovey will forward all previous work completed by M Kiely to Ian Fenwick and Alison Fuller.</p> <p>M Kiely, Anne Garry and Linda Wilson happy to be representatives.</p> <p>Any members of the Group who are interested in being involved in the Group to look at hospital transport to contact Alison Fuller.</p>	N/A	N/A
5.6 YCN & HYCCN Symptom Management Guidelines			
Log No	Action	Lead(s)	Deadline
16	<p>The Group discussed the Symptom Management Guidelines, the Group agreed that if these haven't gone to print yet they would like to review them.</p> <p>E Jehan to circulate the Guidelines and members of the Group to submit any comments to networkofficer@ycn.nhs.uk by Friday 12th June.</p>	E Jehan / All	12.06.09

6. Any Other Business			
Log No	Action	Lead(s)	Deadline
17	<p>► Quality Markers</p> <p>Questions were raised about the Quality Markers and if they are still in draft form. J Toovey advised the Group that the Humber & Yorkshire Coast Cancer Network End of Life Care Group have agreed to take forward this work stream on behalf of the SHA Y&H EoLC Pathway Delivery Board.</p> <p>Feedback from the National EoLC Team is that the Quality Markers they put out for consultation are nearly ready.</p>	N/A	N/A

Date of Next Meeting(s)

Tuesday 7th July 2009 2:00pm
 Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital