

Actions of the meeting held on
Tuesday 07 July 2009, 14:00

Yorkshire Cancer Network

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

Present:

Dr L Wilson	Airedale NHS Trust
Mrs C Rock	Bradford Teaching Hospitals NHS Foundation Trust
Ms D Gordon	Calderdale and Huddersfield NHS Foundation Trust
Dr M Kiely	
Dr L Brown	Harrogate and District NHS Foundation Trust
Dr S Kite	Leeds Teaching Hospitals NHS Trust
Mrs P Featherstone	NHS Bradford & Airedale
Ms A Gregson	NHS Leeds
Mrs E Vickerstaff	NHS North Yorkshire and York
Ms M Oakhill	NHS Wakefield District
Mrs C Miller	St Gemma's Hospice
Dr V Taylor	University of Bradford
Mrs G Smith	Wakefield Hospice
Miss E Jehan	Yorkshire Cancer Network
Mrs J Toovey	

Apologies

Mrs J Archer, Mrs J Cawtheray, Ms K Crawshaw, Dr I Fenwick, Mr B Kilgallon, Ms L Moore, Dr A Seymour, Mrs J Thorpe, Mr B Tinkler

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
18	C Rock welcomed the Group and round table introductions were made.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
19	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
20	<p>► Symptom Management Guidelines</p> <p>M Kiely gave an update on the Symptom Management Guidelines; the amendments made by the Group have been incorporated and the final draft has been sent to the printers. The first draft has been received from the printers and several errors have been identified, M Kiely reported that she is in contact with P Atha, YCN Office Manager about this.</p> <p>All members of the Group to confirm via their Lead Palliative Care Clinician their locality order.</p>	All	21.07.09

Sub Regional Palliative & End of Life Care Group : Actions of the meeting held on Tuesday 7th July 2009 2:00pm

3. Matters arising			
Log No	Action	Lead(s)	Deadline
21	<p>► Metastatic Spinal Cord Compression</p> <p>J Toovey informed the Group that the next meeting of the MSCC Group will take place in September, date and venue TBC.</p> <p>J Toovey to update the Group at the next meeting.</p>	J Toovey	29.09.09
22	<p>► Action 6</p> <p>C Rock asked the Group to complete the table identifying the roles/specialities they represent on the Group.</p> <p>E Jehan to recirculate the table with the Action Log.</p>	E Jehan	21.07.09
23	<p>All members of the Group to complete the table and return to E Jehan (emma.jehan@ycn.nhs.uk).</p>	All	21.07.09
4. Strategy			
4.1 Group Membership			
Log No	Action	Lead(s)	Deadline
24	<p>C Rock updated the Group on new members; Vanessa Taylor has joined the Group in an University representative education role, Gill Smith has joined in a Physio role, Liz Moore has joined in a Commissioning role and Marie Gallagher has joined in a Social Services role.</p> <p>E Jehan to add new members to the Group membership.</p>	E Jehan	21.07.09
25	<p>C Rock reported that she has written to the Association of Chaplains for a local representative to sit on the Group.</p> <p>C Rock to update the Group at the next meeting.</p>	C Rock	29.09.09
26	<p>J Toovey informed the Group that she has been in contact with the Cardiac Network, the Renal Network and the Critical Care Network.</p> <p>Awaiting a response from the Renal Network.</p> <p>The Critical Care Network are happy to work with the YCN but can't commit to attending meetings, as part of their work stream they have adapted the Liverpool Critical Care Pathway. S Kite agreed to contact Margaret Clark, Critical Care Network based at Mid Yorks and feedback at the next meeting.</p> <p>The Cardiac Network are recruiting a facilitator and it may be appropriate for that person to work with the YCN, but have suggested they be involved at the Pathway Delivery Board level.</p> <p>J Toovey to update the Group at the next meeting.</p>	J Toovey	29.09.09
27	<p>J Toovey reported that she has been in contact with Help the Aged and Age Concern who are currently merging, and has had a conversation with the regional director of Age Concern who is more than happy to be involved in the work of the group and will come back to J Toovey as soon as possible with a name.</p> <p>J Toovey to feedback at the next meeting.</p>	J Toovey	29.09.09

4. Strategy			
4.1 Group Membership			
Log No	Action	Lead(s)	Deadline
28	<p>► Education</p> <p>The Group discussed recruiting an Education Lead, from a locality rather than University background, who is doing work that could link into the work of the Group.</p> <p>Following Group discussion, V Taylor agreed to take the lead on education representation at present and to review this at the December meeting.</p> <p>E Jehan to add to December meeting agenda.</p>	E Jehan	21.07.09
29	<p>S Kite raised the issue of Elderly Care, and suggested somebody with a Community focus, impacting on nursing homes join the Group.</p> <p>It was suggested that Eileen Burns at the SHA may be able to contribute to the Group, or nominate a colleague. M Oakhill suggested also contacting Jill Jackson, in the Care Home sector.</p> <p>J Toovey to contact to Eileen Burns and Jill Jackson regarding Elderly Care representation on the Group.</p>	J Toovey	21.07.09
30	To review the membership at the December meeting.	E Jehan	21.07.09
4.2 Terms of Reference			
Log No	Action	Lead(s)	Deadline
31	<p>C Rock advised the Group that to meet Network Peer Review measures, previously the Palliative Care Group had a named lead on each NSSG, following the change of the remit of the Palliative Care Group to incorporate EoLC, C Rock suggested writing to the each NSSG to suggest that the NSSG approach the Group if and when they need any Specialist Palliative/EoLC input, and at the same time letting the NSSGs know that a member of the Group would be willing to attend an NSSG meeting if necessary.</p> <p>C Rock to write to each of the NSSGs.</p>	C Rock	21.07.09
32	<p>C Rock advised the Group that each NSSG is completing a guidance document relating to their specific cancer which covers pre-diagnosis, diagnosis, staging treatment etc. Each set of guidance requires a section on palliative care, to establish consistency of information in the NSSG a draft section on Palliative & EoLC has been drafted.</p> <p>E Jehan to circulate the draft section to the Group for comments to emma.jehan@ycn.nhs.uk by Friday 31st July.</p>	E Jehan / All	31.07.09
33	<p>The Group agreed the Terms of Reference, following a change to point 12. Support the development and collection of information as part of a minimum data set for Specialist palliative care and EoLC.</p> <p>The Group requested that this point include a section on commercial sensitivities.</p> <p>C Rock & J Toovey to make changes to ToR.</p>	C Rock / J Toovey	21.07.09
34	E Jehan to circulate the ToR to the Group and make available on YCN website once complete.	E Jehan	21.07.09

4. Strategy			
4.3 Work Plan			
Log No	Action	Lead(s)	Deadline
35	C Rock tabled the 1st draft of the Work Plan and the Group made changes. C Rock and J Toovey to make agreed changes to the Work Plan and circulate for comments.	C Rock / J Toovey	21.07.09
36	▶ 2.9a Referral to Specialist Palliative Care C Rock informed the Group that the referral criteria is due for review. E Jehan to circulate the referral criteria to the group for comments to emma.jehan@ycn.nhs.uk by Friday 31st July.	E Jehan / All	31.07.09
37	▶ 2.9b MDT Coordination Guidelines C Rock informed the Group that the MDT Coordination Guidelines are due for review. E Jehan to circulate the Guidelines to the Group for comments to emma.jehan@ycn.nhs.uk by Friday 31st July.	E Jehan / All	31.07.09
38	▶ 2.9c Network Wide Audit L Brown informed the Group that a group of 3rd/4th year medical students will be available for 6 weeks and it may be appropriate for them to undertake an Audit of the Symptom Management Guidelines. L Brown agreed to lead on this work with Jason Ward. L Brown to feedback at the next meeting.	L Brown	29.09.09
39	▶ 2.9c Network Wide Audit The Group agreed to undertake a service related audit to be agreed at the next meeting. All to discuss ideas for a service related audit with their locality Groups and feedback ideas to S Kite (suzanne.kite@leedsth.nhs.uk) by 31st August.	All	31.08.09
40	S Kite to bring list of audit ideas to the next meeting for discussion and agreement.	S Kite	29.09.09
41	▶ 2.9e Systems in place for enabling face to face assessments in a range of care settings 9-5, 7 days a week The Group discussed 9-5, 7 days a week services, C Rock agreed to collate the recommendations from the audit and send to the Group for locality feedback. C Rock to collate the audit recommendations and circulate to the Group for locality feedback.	C Rock / All	21.07.09
42	▶ General Palliative Care - Bereavement Services (IOG) J Toovey agreed to develop a brief questionnaires for Commissioners to establish what Bereavement services are currently being commissioned. J Toovey to develop a questionnaire and send to Commissioning Leads for Palliative/EoL Care.	J Toovey	Ongoing

4. Strategy			
4.3 Work Plan			
Log No	Action	Lead(s)	Deadline
43	<p>► Palliative (EoLC) Pathway and Specialist Palliative Care Pathway</p> <p>C Rock advised the Group that the EoLC pathway was completed last year, has been signed off and is available to use.</p> <p>The Specialist Palliative Care Pathway needs to be signed off.</p> <p>E Jehan to circulate the Specialist Palliative Care Pathway to the Group for comments/agreement to emma.jehan@ycn.nhs.uk by Friday 31st July.</p>	E Jehan	21.07.09
44	<p>► Palliative (EoL) Pathway and Specialist Palliative Care Pathway</p> <p>C Rock advised the Group that the Palliative Care Patient Information pathway is underway, Jane Archer is leading on this with the Palliative Care Nurses.</p> <p>C Rock to contact Jane Archer and update the Group on progress at the next meeting.</p>	C Rock	29.09.09
45	<p>► 4.1 Training and Education strategy for EoLC</p> <p>J Toovey advised the Group that the SHA are putting together a project plan for a Training and Education Strategy.</p> <p>J Toovey to update the Group at the next meeting.</p>	J Toovey	29.09.09
46	<p>► 4.1 Education Programmes and Events</p> <p>V Taylor agreed to lead on the 2010 Palliative & EoLC "Sharing Good Practice" Educational Event.</p> <p>The Group agreed to establish a working sub group to take this forward.</p> <p>C Rock to contact localities for volunteers and feedback at the next meeting.</p>	C Rock	29.09.09
47	<p>► 5.1 Research in Palliative Medicine</p> <p>V Taylor informed the Group that she is currently on secondment as Research Fellow, which is due to end July, and could explore funding to continue the secondment.</p> <p>V Taylor to feedback at the next meeting.</p>	V Taylor	29.09.09
4.4 Chair and Vice Chair			
Log No	Action	Lead(s)	Deadline
48	<p>The Group agreed for C Rock to continue in her role as Chair.</p> <p>The role of Vice Chair was discussed but no nominations for were received.</p> <p>The Group agreed to discuss this again at the December meeting.</p> <p>E Jehan to add to the December meeting agenda.</p>	E Jehan	21.07.09

4. Strategy			
4.5 Project Post			
Log No	Action	Lead(s)	Deadline
49	<p>J Toovey reported that there have been no comments received on the Project Post job description, and reported that she is experiencing problems with Leeds Trust in getting the post banded higher than a band 6.</p> <p>J Toovey advised the Group that she is in discussion with Calderdale PCT to have the Project Post banded and advertised through them prior to Calderdale PCT taking over the hosting of the YCN.</p> <p>The Group agreed the Project post should be advertised as up to full time.</p> <p>J Toovey to update the Group at the next meeting.</p>	J Toovey	29.09.09
5. Clinical Governance			
5.2 Graseby Syringe Drivers			
Log No	Action	Lead(s)	Deadline
50	<p>C Rock gave background information on the Syringe Drivers.</p> <p>A Gregson reported that Leeds are currently trialling Alaris against McKinley, and the results should be ready late September.</p> <p>M Oakhill reported that Wakefield are trailing Alaris and McKinley in the Community and Paediatrics, and Mid Yorks have trialled both and are re-trialling.</p> <p>A Gregson and M Oakhill agreed to update the Group on the results of their trials at the December meeting.</p> <p>A Gregson and M Oakhill to update the Group at the next meeting.</p>	A Gregson / M Oakhill	10.12.09
6. Any Other Business			
Log No	Action	Lead(s)	Deadline
51	J Toovey advised the Group that the locality IOG priority reports are due Friday 10th July, in most cases this is the responsibility of the Trust Lead Cancer Nurse.	N/A	N/A
52	S Kite discussed the Groups links with the Chemotherapy Group following an email regarding Life Lengthening Drugs. J Toovey advised the Group that Sean Duffy, YCN Medical Director is picking up this work.	N/A	N/A
53	<p>S Kite informed the Group that NCAG have developed several audits, 3 of which relate to EoLC, and raised concerns that there looks to be no Specialist Palliative Care input into the process which is happening through the Chemotherapy Group.</p> <p>It was suggested that there should be Palliative/EoLC representation on the Chemotherapy Group.</p> <p>J Toovey agreed to discuss these issues with David Thomson, YCN Lead Pharmacist.</p> <p>J Toovey to discuss with D Thomson and feedback at the next meeting.</p>	J Toovey	29.09.09

Date of Next Meeting(s)

Tuesday 29th September 2009 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 26th November 2009 2:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 10th December 2009 2:00pm
TBC