

Actions of the meeting held on  
Tuesday 29 September 2009, 14:00

Yorkshire Cancer Network

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

**Present:**

Dr M Hughes	Airedale NHS Trust
Mrs C Rock (Chair)	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
Ms M Gallagher	Leeds Teaching Hospitals NHS Trust
Dr S Kite	
Ms C Harker	NHS Bradford & Airedale
Ms A Gregson	NHS Leeds
Ms L Johnson	NHS North Yorkshire and York
Mrs E Vickerstaff	
Ms M Oakhill	NHS Wakefield District
Mr B Kilgallon	St Gemma's Hospice
Dr V Taylor	University of Bradford
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	
Ms C Sleigh	Yorkshire Cancer Research Network

**Apologies**

Mrs J Archer, Mrs J Cawtheray, Mrs P Featherstone, Mr C Sloane, Mrs J Thorpe, Mr B Tinkler

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
54	Charlotte Rock welcomed the Group and round table introductions were made for the benefit of new members.	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
55	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
56	Charlotte Rock reminded the Group that the list of what specialities members of the Group are representing needs to be completed.  Emma Jehan to contact individual members of the Group to clarify what speciality they are representing on the Group.	E Jehan	13.10.2009

<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
57	<p>► Action 25</p> <p>Charlotte Rock reported that she has been in touch with the Association of Chaplains, the Chaplin from Scarborough Hospice expressed an interested in the work of the Group but due to the distance to travel suggested speaking to the Chaplin at Kirkwood Hospice.</p> <p>Charlotte Rock to contact the Chaplin at Kirkwood Hospice and feedback at the next meeting.</p>	C Rock	10.12.2009
58	<p>► Action 27</p> <p>June Toovey reported that she will be meeting with a representative from Age Concern in October, they are keen to support the work of the Group and have input across the different disease sites they represent.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	10.12.2009
59	<p>► Action 29</p> <p>June Toovey reported that she is meeting with Eileen Burns in November. This link is likely to be at an SHA not regional level.</p> <p>June Toovey to feedback at the next meeting.</p>	J Toovey	10.12.2009
60	<p>► Action 46</p> <p>Vanessa Taylor informed the Group that there is a meeting arranged for 9th October at St. James's to discuss taking forward the YCN "Sharing Good Practice" event.</p> <p>Charlotte Rock and Vanessa Taylor to update the Group at the next meeting.</p>	C Rock & V Taylor	10.12.2009
<b>3.1 Metastatic spinal cord compression</b>			
Log No	Action	Lead(s)	Deadline
61	<p>June Toovey advised the Group that there is a Metastatic Spinal Cord Compression event taking place on the afternoon of Friday 9th October at Weetwood Hall.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	10.12.2009
<b>4. National Palliative Care Research Survey</b>			
Log No	Action	Lead(s)	Deadline
62	<p>Carol Sleigh, YCRN Senior Trials Coordinator attended the meeting to update the Group on the results of the National Palliative Care Research Survey.</p> <p>Results show enthusiasm and interest in research; many participants fed back that they were inexperienced in research but would be happy to be involved in multi centre studies.</p> <p>Significant barriers reported are a lack of studies on the portfolio; there are 21 studies on the NIRH portfolio but these are not open to other sites. Capacity and staffing levels were also reported as an issue.</p> <p>Carol Sleigh to disseminate the report to the Group once finalised.</p>	C Sleigh	Ongoing

<b>5. Group Organisation</b>			
<b>5.1 Vice Chair</b>			
Log No	Action	Lead(s)	Deadline
<b>63</b>	Charlotte Rock informed the Group that Liz Vickerstaff has been nominated to take on the role of Vice Chair with the aim to take on the role of Chair next year, the Group agreed this.  Emma Jehan to add Liz Vickerstaff to the role of Vice Chair.	E Jehan	13.10.2009
<b>5.2 Project Post</b>			
Log No	Action	Lead(s)	Deadline
<b>64</b>	June Toovey updated the Group on the role of the Project Post; it has been challenging to get the post banded higher than a band 6 through LTHT, as the Network is soon to be hosted by NHS Calderdale the post is now being advertised and banded through them, following their suggestion to change the job title to Programme Manager the post is now a band 7, June Toovey reported that the post will be going to advert once the KSF is complete.  June Toovey tabled the final job description for the Groups information.  June Toovey to update the Group at the next meeting.	J Toovey	10.12.2009
<b>6. Service Planning</b>			
<b>6.1 Regional DNA CPR update</b>			
Log No	Action	Lead(s)	Deadline
<b>65</b>	Charlotte Rock updated the Group on what is happening regionally with delivering on the DNAR/CPR form and the competencies around the policy.  This Group is being led by Alison Fuller at NHS Bradford & Airedale, the aim regionally is to create one form which will be used by all organisations in the SHA. Alan Wittrick, NHS Wakefield Chief Exec is providing support and has volunteered to take proposals to PCT Collaborative meetings.  The initial form is in the final stages and it is proposed to pilot this in Sheffield, Leeds and Bradford & Airedale.  Charlotte Rock to update the Group at the next meeting.	C Rock	10.12.2009
<b>66</b>	June Toovey reported that the South Central SHA have agreed their DNAR/CPR form and has a policy in place, this has also been done for Children; they are happy to share the work they have done and June Toovey has a contact in the SHA.  June Toovey to contact the South Central SHA for their DNAR/CPR work.	J Toovey	13.10.2009
<b>6.2 Ambulance Transport</b>			
Log No	Action	Lead(s)	Deadline
<b>67</b>	Charlotte Rock reported ongoing problems across Yorkshire with changing practices and policies; this has been raised at the SHA level Group and how to move this forward is currently under discussion.  Charlotte Rock to update the Group at the next meeting.	C Rock	10.12.2009

<b>7. Supportive and Palliative Care IOG Guidance</b>			
<b>7.1 Supportive &amp; Palliative Care Monitoring</b>			
Log No	Action	Lead(s)	Deadline
<b>68</b>	<p>June Toovey informed the Group that the update for September has been submitted.</p> <p>A dashboard based on the July summary was presented at the September Board and June Toovey was asked to do a confirm and challenge.</p> <p>June Toovey reported a change in what the Network is expected to achieve, this was rolled out in August. The 3 priorities (Specialist Palliative Care, Advance Care Planning and Bereavement) which are expected to be met by December 2009 were tabled and changes were highlighted.</p> <p>The Group confirmed their localities current achievement level and level of risk for being fully compliant by December 2009 for Specialist Palliative Care, Advance Care Planning and Bereavement. As previously agreed by the Network Board, all localities will not meet the Specialist Palliative Care priority.</p> <p>June Toovey to amend the dashboard tool based on locality updates.</p>	J Toovey	13.10.2009
<b>7.2 Face to face assessment 9-5 / 7 days a week</b>			
Log No	Action	Lead(s)	Deadline
<b>69</b>	<p>Charlotte Rock informed the Group that she is happy to write out to get a baseline for the recommendations of the face to face assessment 9-5/7 days a week audit.</p> <p>However on further discussion it was agreed for a smaller group to meet to put together a set of recommendations. Liz Vickerstaff, Christine Harker, Marian Oakhill and Dawn Gordon all agreed to be part of this group, Vanessa Taylor offered to contribute to the education and training aspects.</p> <p>Liz Vickerstaff, Christine Harker, Marian Oakhill and Dawn Gordon to update the Group at the next meeting.</p>	L Vickerstaff, C Harker, M Oakhill & D Gordon	10.12.2009
<b>7.3 End of Life Pathway &amp; SPC Pathway</b>			
Log No	Action	Lead(s)	Deadline
<b>70</b>	<p>The Specialist Palliative Care (SPC) Pathway was tabled and the Group formally signed this off.</p> <p>June Toovey agreed to take the SPC Pathway to the Commissioning Group to be signed off by the PCTs.</p> <p>June Toovey to take the SPC Pathway to the Commissioning Group.</p>	J Toovey	Ongoing
<b>71</b>	No changes were made to the End of Life (Palliative Care) Pathway which had been previously signed off.	N/A	N/A
<b>72</b>	<p>The Group agreed to review both pathways in September 2010.</p> <p>Emma Jehan to add to a future meeting agenda.</p>	E Jehan	Ongoing

<b>8. Governance &amp; Audit</b>			
<b>8.1 Symptom Management Guidelines Audit</b>			
Log No	Action	Lead(s)	Deadline
<b>73</b>	<p>Liz Brown fed back to the group on the Symptom Management Guidelines Audit.</p> <p>It was proposed at the July meeting that a group of 4th year medical students would be able to take this audit forward as part of their training. Unfortunately it was reported that there was low interest from this years students in Palliative Care so this cannot be taken forward.</p> <p>Group to reconsider in the future.</p>	All	Ongoing
<b>8.2 Network Audit</b>			
Log No	Action	Lead(s)	Deadline
<b>74</b>	<p>Following the last meeting, members of the Group were asked to forward any suggestions for a Network wide Group audit to Suzanne Kite.</p> <p>Suzanna Kite reported receiving only 1 suggestion from Linda Wilson regarding Out of Hours services.</p> <p>Discussion followed on audit topics, the Group agreed to undertake an audit on Bereavement services as this is a requirement under the NICE Supportive &amp; Palliative Care Implementation.</p> <p>Members of the Group were asked to begin scoping the audit by taking it to their next locality meeting, they were also asked to seek locality interest in taking the audit forward. It was agreed for the next meeting to start at 1pm (an hour early) to specifically look at the audit, members of the Group to invite interested colleagues to this meeting.</p> <p>All members of the Group to begin scoping the Bereavement audit and to send draft document to Emma Jehan (emma.jehan@ycn.nhs.uk) by Friday 20th November.</p>	All	20.11.2009
<b>75</b>	All members of the Group to seek locality interest in taking forward the audit and to invite interested colleagues to a 1 hour meeting (1-2pm) prior to the next meeting on Thursday 10th December.	All	20.11.2009
<b>76</b>	All members of the Group to confirm to Emma Jehan (emma.jehan@ycn.nhs.uk) the names and details of any colleagues interested in taking the audit forward.	All	20.11.2009
<b>77</b>	<p>The Group discussed a second audit on preferred place of care and agreed to discuss taking this forward once the Programme Manager is in place.</p> <p>Emma Jehan to add to a future meeting agenda.</p>	E Jehan	Ongoing

<b>9. Workforce Development</b>			
<b>9.1 Training &amp; Education Strategy for EoLC</b>			
Log No	Action	Lead(s)	Deadline
78	<p>June Toovey informed the Group that the Y&amp;H SHA EoLC Pathway Delivery Board are developing a project post.</p> <p>The SHA have been allocated £800,000 for training and education purposes from NPET, the aim of the project post is to look into target areas of EoLC and how to best deliver sustainable education and training for EoLC.</p> <p>June Toovey clarified that bids for this money will not be accepted, the SHA will not spend the money unless it is agreed by the Pathway Delivery Board.</p> <p>A SHA wide workshop has been arranged for 15th October to take this work forward.</p> <p>Members of the Group with an Education and Training interest who want to attend the workshop to contact Emma Jehan (emma.jehan@ycn.nhs.uk) by Friday 9th October.</p>	All	09.10.2009
<b>10. Research</b>			
<b>10.1 Links to research</b>			
Log No	Action	Lead(s)	Deadline
79	<p>Vanessa Taylor informed the Group that she is currently on secondment with the University of Bradford as Senior Research Fellow, a post which has recently been extended, and she has agreement with the University that she can dedicate part of her time to supporting the research work streams of the Group.</p> <p>Carol Sleigh and Vanessa Taylor to meet to discuss the research work streams of the Group and to feedback at the next meeting.</p>	V Taylor & C Sleigh	10.12.2009
<b>11. Palliative/EoLC representation on Chemotherapy Group update</b>			
Log No	Action	Lead(s)	Deadline
80	<p>June Toovey to discuss Palliative/EoLC representation on the Chemotherapy Group and update the Group at the next meeting.</p> <p>Following the publication of the NCAG report the Chemotherapy Group are now working to implement the NCAG guidance, the Group felt strongly that there needs to be Specialist Palliative Care representation on the Chemotherapy Group as issues have been raised about EoLC and providing Chemotherapy in the last 30 days of life.</p> <p>Suzanne Kite and Charlotte Rock volunteered to represent the Group.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	10.12.2009
<b>12. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
81	<p>Anne-Marie Seymour fed back from her local Palliative Care Time Out where a suggestion was made to have only one SPC referral form across the Network as each Trust has different forms in use.</p> <p>Anne Garry reported that NHS North Yorkshire &amp; York have one referral form which covers 3 Networks (Yorkshire, Humber &amp; Yorkshire Coast and Northern) and agreed to share this with members of the Group.</p> <p>Anne Garry to forward a copy of the NHS North Yorkshire &amp; York referral to Specialist Palliative Care form to the Group for their information.</p>	A Garry	13.10.2009

<b>12. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
82	<p>The Group agreed it would be a good idea to have one referral form and that this could be something for the Programme Manager to take forward when in post.</p> <p>Emma Jehan to add to a future meeting agenda.</p>	E Jehan	Ongoing
83	<p>June Toovey informed the Group about the Social Marketing project for the EoLC Pathway Delivery Board.</p> <p>Funding is available at SHA level as part of the Healthy Ambitions Implementation for Social Marketing focussing on EoLC, the recommendation is to 1) focus on barriers for both professionals and patients to beginning to have the conversations about EoLC and; 2) around the time of death what changes are made by patients and carers about the preferred place of death and the reasons for those changes.</p> <p>June Toovey advised the Group that following the meeting an email would be circulated asking members of the Group for their thoughts on the suggested change of focus of the project and suggestions of the focussed groups of patients.</p> <p>Emma Jehan to email the Group asking for their thoughts on the Social Marketing project by Friday 16th October.</p>	E Jehan	16.10.2009

**Date of Next Meeting(s)**

Thursday 10th December 2009 2:00pm  
 Meeting Room, 1st Floor, Stockdale House, Victoria Road, Leeds, LS6 1PF

Tuesday 2nd February 2010 2:00pm  
 Board Room, Ground Floor, Trust HQ, St James's University Hospital

Tuesday 15th June 2010 2:00pm  
 Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 7th September 2010 2:00pm  
 Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 7th December 2010 2:00pm  
 Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital