

Actions of the meeting held on  
Thursday 10 December 2009, 14:00

Yorkshire Cancer Network

Meeting Room, 1st Floor, Stockdale House, Victoria Road, Leeds, LS6 1PF

**Present:**

Ms H Stephenson	Age Concern & Help the Aged
Mrs C Rock (Chair)	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
Dr I Fenwick	NHS Bradford & Airedale
Ms L Moore	
Mrs J Cawtheray	NHS Calderdale
Ms A Gregson	NHS Leeds
Dr P Selby	
Mrs E Vickerstaff	NHS North Yorkshire and York
Ms M Oakhill	NHS Wakefield District
Mrs J Thorpe	
Mr B Kilgallon	St Gemma's Hospice
Dr J Warren	St Michael's Hospice
Ms K Crawshaw	Wakefield Hospice
Dr A Seymour	
Miss E Jehan	Yorkshire Cancer Network

**Apologies**

Mrs J Archer, Dr A Garry, Mr C Sloane, Dr V Taylor, Mrs J Toovey, Dr L Wilson

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
84	Charlotte Rock welcomed the Group and round table introductions were made.  The Group welcomed new member Heather Stephenson, Regional Manager Age Concern & Help the Aged.  To add Heather Stephenson to the Group membership.	E Jehan	24.12.2009
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
85	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
86	▶ Action 59  Charlotte Rock informed the Group that June Toovey has met with Eileen Burns and discussion continues about how best to link in with the SHA Long Term Conditions Group.  To update the Group at the next meeting.	J Toovey	02.02.2010

<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
87	<p>► Ambulance Transport</p> <p>Charlotte Rock reported that changes regarding Ambulance contracts are planned for 2010 so the formation of a regional group to pull together issues and problems in this area would not be beneficial at this point in time.</p> <p>Dr. Fiona Hicks has developed a set of Ambulance Service Guidelines for Commissioners.</p> <p>To update the Group at the next meeting</p>	C Rock	02.02.2010
88	To disseminate Ambulance Services Guidelines for Commissioners once finalised.	E Jehan	24.12.2009
89	<p>► Specialist Palliative Care Pathway</p> <p>The Group were informed that the SPC Pathway, signed of at the last meeting is currently on the waiting list to be presented at the Commissioning Group.</p> <p>To update the Group at the next meeting.</p>	J Toovey	24.12.2009
<b>3.1 Metastatic spinal cord compression</b>			
Log No	Action	Lead(s)	Deadline
90	<p>Following the MSCC event in October a formal MSCC NSSG has now been formed, the first meeting arranged for 15th January. The Groups initial focus will be Out of Hours access to MRI and the development of the pathway.</p> <p>Any members of the Group who are interested in becoming a member of the MSCC NSSG to contact Sophie Thornborow (sophie.thornborow@ycn.nhs.uk).</p>	All	24.12.2009
91	To forward the draft agenda to the Group for information.	E Jehan	24.12.2009
<b>3.2 Age Concern &amp; Help the Aged</b>			
Log No	Action	Lead(s)	Deadline
92	Heather Stephenson, Regional Manager for the recently merged Age Concern and Help the Aged introduced herself to the Group and explained her role which involves supporting the 22 independent Age Concerns in the region to develop their services, working with over 100 older peoples forums to learn the views of services users on local issues and raising the profile of older people in the region to ensure older peoples needs are reflected in local strategies.	N/A	N/A
<b>4. Group Organisation</b>			
<b>4.1 Project Post</b>			
Log No	Action	Lead(s)	Deadline
93	<p>Charlotte Rock informed the Group that 2 applicants had been shortlisted for the Programme Manager post, the interviews have been postponed until the New Year.</p> <p>To update the Group at the next meeting.</p>	J Toovey / C Rock	02.02.2010

<b>5. Service Planning</b>			
<b>5.1 DNAR CPR</b>			
Log No	Action	Lead(s)	Deadline
<b>94</b>	Charlotte Rock informed the Group that the DNA CPR Group continue to meet monthly and tabled draft 13 of the DNA CPR form.  Suzanne Kite reported the form had recently been presented at the Leeds Ethics Committee where concerns were raised by Anaesthetists that the form does not meet all their needs  To collate concerns raised at Leeds Ethics Committee and forward to Mary Kiely.	S Kite	24.12.2009
<b>95</b>	To feedback concerns from Leeds Ethics Committee to the DNA CPR Group.	C Rock	29.01.2010
<b>96</b>	Charlotte Rock informed the Group that there has been discussion in the DNA CPR group to develop some patient information to go along with the DNA CPR form.  To update the Group at the next meeting.	C Rock	02.02.2010
<b>5.2 Quality Markers</b>			
Log No	Action	Lead(s)	Deadline
<b>97</b>	Charlotte Rock reported that the SHA are working on prioritising the DoH Quality Markers and how these will be monitored, it is anticipated there will be a top tier of Quality Metrics which each locality will report to the SHA on.  To disseminate the top tier Quality Metrics to the Group when finalised.	C Rock	Ongoing
<b>5.3 Social Marketing Project</b>			
Log No	Action	Lead(s)	Deadline
<b>98</b>	Charlotte Rock updated the Group on the Social Marketing Project; the proposal has been streamlined due to high costs and 4 localities (Bradford, Kirklees, Doncaster and Hull) have agreed to take part in the initial market analysis phase 1.  The project will specifically be looking at; whether people are dying in their preferred place of care and what the influencing factors on this are; understanding quality of care from the patients perspective; insight into the barriers to having conversations about end of life and what constitutes a good death from the viewpoint of the patient.  The population groups the project will be focussing on are; Cancer (possibly Lung and Upper GI), over 85's with 2 or more health conditions and Cardiovascular disease.  To circulate the proposal when finalised.	C Rock	29.01.2010
<b>5.4 National Programme for IT</b>			
Log No	Action	Lead(s)	Deadline
<b>99</b>	Tony McGraw, SHA IT Lead has requested to meet with each Sub Regional Group to give an update on the National Programme for IT.  The Group agreed to invite Tony McGraw to the next meeting.  To invite Tony McGraw to the next meeting.	E Jehan	24.12.2009

<b>6. Supportive &amp; Palliative Care Guidance</b>			
<b>6.1 Face to face assessment 9-5 / 7 days a week</b>			
Log No	Action	Lead(s)	Deadline
100	<p>Marion Oakhill reported that she has met with Liz Vickerstaff and Dawn Gordon to look at what baseline services should look like before the requirement of specialist services with the aim being to develop a template detailing what services should look like, what the gaps are and what evidence can be used to fill the gaps.</p> <p>To update the Group at the next meeting.</p>	M Oakhill, D Gordon and L Vickerstaff.	02.02.2010
101	To invite Vanessa Taylor to the next meeting.	M Oakhill, D Gordon & L Vickerstaff	24.12.2009
<b>7. Governance &amp; Audit</b>			
<b>7.1 Network Bereavement Audit</b>			
Log No	Action	Lead(s)	Deadline
102	<p>Charlotte Rock fed-back from the first meeting of the Bereavement Audit Group; the audit has developed from the NICE Supportive &amp; Palliative Care Guidance which states 80% of carers and families should have access to bereavement support.</p> <p>The Group will be taking forward a scoping exercise to ascertain what services are currently available, this may be followed by a more in-depth questionnaire to look at how information is offered locally.</p> <p>The Group were informed that Harrogate, Calderdale and York are not yet represented on the Bereavement Audit Group and were asked to seek volunteers from their locality groups.</p> <p>Group members to forward details of interested colleagues to Emma Jehan (emma.jehan@ycn.nhs.uk).</p>	All	Ongoing
103	To update the Group at the next meeting.	C Rock	02.02.2010
<b>7.2 Graseby Syringe Drivers - Leeds Audit update</b>			
Log No	Action	Lead(s)	Deadline
104	<p>Angela Gregson updated the Group on the recently finished Leeds Syringe Driver trial; the aim is to make the decision about which Syringe Driver to purchase prior to Christmas and place the order before the New Year.</p> <p>Angela Gregson agreed to share the results with the Group and feedback on the decision making process at the next meeting.</p> <p>To inform Emma Jehan (emma.jehan@ycn.nhs.uk) of which Syringe Driver Leeds will be purchasing.</p>	A Gregson	24.12.2009
105	To feedback on the decision making process at the next meeting.	A Gregson	02.02.2010
<b>8. Workforce Development</b>			
<b>8.1 SHA Sharing Good Practice Event</b>			
Log No	Action	Lead(s)	Deadline
106	<p>Charlotte Rock informed the Group that the SHA EoLC Sharing Good Practice Event is planned for 27th January, 9-4pm, venue to be confirmed; the programme will be circulated shortly.</p> <p>The event will include the launch of the National E-Learning Programme.</p>	N/A	N/A

<b>8. Workforce Development</b>			
<b>8.2 Sub Regional Sharing Good Practice Event</b>			
Log No	Action	Lead(s)	Deadline
107	<p>The Group were informed the YCN Sharing Good Practice Event is planned for Tuesday 25th May, a sub group has been formed to take the event forward.</p> <p>The event title has been agreed as "Facing the Challenges - Planning ahead for End of Life Care".</p> <p>Professor Murna Downes (Professor of Dementia Studies, University of Bradford) and Dr. Bill Noble (Macmillan Senior Lecturer in Palliative Care, University of Sheffield) have agreed to give the key note presentations.</p> <p>The event is structured to include presentations (including the 2 key note speakers) and workshops focussing on:</p> <ul style="list-style-type: none"> <li>• Management of Delirium;</li> <li>• Advance Care Planning (ACP);</li> <li>• Engaging Minority Groups in ACP;</li> <li>• Realities of Gold Standards Framework;</li> <li>• Challenges of providing education to others</li> </ul> <p>A save the date flyer and call for abstracts for oral and poster presentations will be circulated in early January.</p> <p>The sub group will meet on 11th March 2010 and will agree the successful oral presentations, unsuccessful abstracts will be given the option to submit a poster.</p> <p>To send promotional flyer and call for abstracts.</p>	E Jehan	04.01.2010
108	<p>Discussion took place around the number of workshops planned, Charlotte Rock informed the Group that the sub group have agreed 5 workshop topics but there is room for 6 on the programme if the Group feel another topics needs to be represented.</p> <p>Suzanne Kite offered to run a workshop on End of Life Registers with someone from Bradford.</p> <p>Charlotte Rock to update Vanessa Taylor and to contact Suzanne Kite to discuss the additional workshop.</p>	C Rock	24.12.2009
<b>8.3 EoLC Training &amp; Education workshop feedback</b>			
Log No	Action	Lead(s)	Deadline
109	<p>Liz Vickerstaff fed back to the Group on the SHA EoLC Training &amp; Education workshop in October, the workshop involved thinking differently about End of Life Care.</p> <p>To circulate Liz Vickerstaff's notes from the SHA EoLC Training &amp; Education workshop.</p>	E Jehan	24.12.2009
110	<p>Charlotte Rock advised the Group that in her absence Vanessa Taylor had sent an update on educational initiatives associated with the End of Life Care Strategy.</p> <p>Vanessa Taylor is a member of the Yorkshire and the Humber Association of Palliative Care Educators Group and has proposed the group undertakes an analysis of the education implications of the EoLC Strategy.</p> <p>To feedback to the Group on the outcome of this work.</p>	V Taylor	02.02.2010

<b>8. Workforce Development</b>			
<b>8.3 EoLC Training &amp; Education workshop feedback</b>			
Log No	Action	Lead(s)	Deadline
111	<p>In her absence Charlotte Rock advised the Group that Vanessa Taylor has proposed a survey of higher education institutes regarding the extent of Palliative and End of Life Care education provided to pre-qualifying health care professionals across the SHA, and in addition that recommendations are developed about what could be included in curricula to ensure all students and newly qualified Health Care Professionals have a baseline understanding of Palliative and EoLC.</p> <p>To discuss with June Toovey.</p>	C Rock	Ongoing
<b>9. Research</b>			
<b>9.1 Links to research</b>			
Log No	Action	Lead(s)	Deadline
112	<p>In her absence Charlotte Rock informed the Group that Vanessa Taylor has met with Carol Sleigh to discuss links to research; they have identified that while there is some awareness of national clinical trials there is little awareness of smaller and/or individual research projects.</p> <p>Discussion has taken place around the value of developing a database of research activity in Palliative and EoLC across the SHA which would enable identification of:</p> <ul style="list-style-type: none"> <li>• A network of research active individuals, groups or services;</li> <li>• The current research focus on aspects of Palliative and EoLC and possible areas for development;</li> <li>• Expertise in research methodologies;</li> <li>• Opportunities for collaborative research;</li> <li>• Opportunities for support and sharing findings.</li> </ul> <p>Vanessa Taylor has proposed to undertake a survey to develop a database, a tool circulated by Professor Mike Bennett has been reviewed and there is agreement for it to be shared within the SHA to assist in the development of this database.</p> <p>The Group felt it may be more appropriate for this to be undertaken at SHA level.</p> <p>To discuss with June Toovey.</p>	C Rock	24.12.2009
<b>9.2 Palliative/EoLC representation on Chemotherapy Group update</b>			
Log No	Action	Lead(s)	Deadline
113	<p>Anne-Marie Seymour volunteered to sit on the Chemotherapy Group along with Suzanne Kite and Charlotte Rock to ensure a Specialist Palliative Care representative is always available to attend Chemotherapy meetings.</p> <p>To discuss with June Toovey.</p>	C Rock	24.12.2009
<b>10. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
114	<p>Julie Thorpe raised concerns about a rumoured proposal to raise the minimum time frame for the verification of a death at home or in a nursing home from 2 to 6 hours and queried if members of the Group had heard anything about this.</p> <p>Mary Kiely agreed to raise this on behalf of the Group at the next Out Of Hours meeting in January.</p> <p>To feedback to the Group at the next meeting.</p>	M Kiely	02.02.2010

**Date of Next Meeting(s)**

Tuesday 2nd February 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Tuesday 25th May 2010 9:00am  
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Educational Event]

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

Thursday 9th September 2010 10:00am  
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