

Actions of the meeting held on
Tuesday 02 February 2010, 14:00

Yorkshire Cancer Network

St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Present:

Dr L Wilson	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
Dr I Fenwick	NHS Bradford & Airedale
Ms C Harker	
Ms L Moore	
Ms A Gregson	NHS Leeds
Mrs J Thorpe	NHS Wakefield District
Mr B Kilgallon	St Gemma's Hospice
Dr V Taylor	University of Bradford
Dr A Seymour	Wakefield Hospice
Dr A Garry	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mrs J Toovey	

Apologies

Mrs J Cawtheray, Ms K Crawshaw, Dr S Kite, Ms H Stephenson, Mrs E Vickerstaff

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
115	Charlotte 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
116	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
117	<p>► Action Log Number 87: Ambulance Transport</p> <p>The Group were informed that Fiona Hicks has produced draft Ambulance Guidelines and these will be circulated shortly.</p> <p>A new commissioner is in post at NHS Bradford & Airedale to lead this work.</p> <p>Anne-Marie Seymour reported that YAS are considering producing a new policy for the transport of DNACPR patients.</p> <p>To circulate the Ambulance Guidelines.</p>	E Jehan	16.02.2010
118	To update the Group on the possible new YAS policy at the next meeting	A-M Seymour	29.04.2010

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
119	<p>▶ Action Log Number 89: Specialist Palliative Care Pathway</p> <p>The Group were informed that the Pathway is on the waiting list to be presented for sign off at the Commissioning Group.</p> <p>To confirm which Commissioning meeting the Pathway will be presented at.</p>	J Toovey / E Jehan	16.02.2010
120	<p>▶ Action Log Number 97: Quality Markers and Metrics</p> <p>June Toovey reported that the End of Life Pathway Delivery Board have agreed to circulate the Quality Markers to the Sub Regional Groups for comment.</p> <p>To circulate Quality Markers for comment.</p>	J Toovey	16.02.2010
121	<p>▶ Action Log Number 98: Social Marketing</p> <p>The Group were informed that the Social Marketing Project is moving forward; the focus is currently on market analysis and the Public Health Observatory are collating figures to finalise the scoping document.</p> <p>The next step is for the project to go tender.</p> <p>To update the Group at the next meeting.</p>	J Toovey	29.04.2010
122	<p>▶ Action Log Number 99: National Programme for IT</p> <p>The Group were informed that Tony Megaw, SHA IT Lead was invited to the meeting to discuss the National Programme for IT but was unable to attend.</p> <p>To invite Tony Megaw to a future meeting.</p>	E Jehan	Ongoing
3. Matters arising			
3.2 Higher Education Survey Update			
Log No	Action	Lead(s)	Deadline
123	<p>Vanessa Taylor informed the Group of a prior suggestion to undertake a baseline survey of the extent to which EoL education appears in undergraduate pre-qualifying curriculum.</p> <p>It was agreed to take this forward as part of the SHA EoL Education Sub Group.</p>	N/A	N/A
4. Group Organisation			
4.1 Long Term Conditions Links			
Log No	Action	Lead(s)	Deadline
124	<p>June Toovey reported that she and Fiona Hicks have met with the Leads of the SHA Long Term Conditions, Mental Health and Primary Care Pathway Delivery Boards to determine areas of work that cross all Groups. It has been agreed that coordination of care is a common theme and a joint piece of work is the best way to move forward.</p> <p>To update the Group as appropriate .</p>	J Toovey	Ongoing

4. Group Organisation			
4.2 Programme Manager			
Log No	Action	Lead(s)	Deadline
125	<p>June Toovey reported that the first round of interviews for the Programme Manager post were unsuccessful and the second round of interviews will be taking place shortly.</p> <p>To update the Group following the second round of interviews.</p>	J Toovey	26.02.2010
126	<p>The Group discussed work streams for the Programme Manager post and agreed the work around Bereavement is the priority, other work streams could include; DNAR CPR, OOH and ACP/Holistic Assessment.</p> <p>To discuss priority 'do once and share' projects with locality Groups and feedback to Emma Jehan (emma.jehan@ycn.nhs.uk) with suggestions by Friday 26th February.</p>	All	26.02.2010
5. Service Planning			
5.1 DNAR CPR			
Log No	Action	Lead(s)	Deadline
127	<p>Mary Kiely reported that the region wide DNAR CPR form has been agreed and currently representatives from the Group are discussing the form with their organisations ethics committees, along with the SHA ethics committee for comments on acceptability.</p> <p>Alison Fuller who is leading this work at NHS Bradford & Airedale is currently only taking this work forward 1 day per week. Some localities and Trusts are not engaging as well. This may be partly due to having the correct key representative present from each area. A mapping exercise is being undertaken to clearly identify who is represented and what gaps there are. Once clarified where the issues are a way forward can be established.</p> <p>Charlotte Rock informed the Group that Alison Fuller has submitted a bid to the regional innovation fund for funding for a post to support the implementation of a DNAR CPR form across the region. The bid has been successful but the amount of funding has not yet been confirmed.</p> <p>To update the Group at the next meeting.</p>	J Toovey / C Rock / M Kiely	29.04.2010
128	<p>Mary Kiely reported that the DNAR CPR Education Group has met recently to begin producing an education package specifically about the DNAR CPR form, how to fill it in and how to ensure it is correctly documented and disseminated.</p> <p>To update the Group at the next meeting.</p>	M Kiely / C Rock	29.04.2010
6. Supportive & Palliative Care IOG			
6.1 S&P Monitoring January 2010			
Log No	Action	Lead(s)	Deadline
129	<p>June Toovey informed the Group that the full implementation of the Supportive and Palliative Care Guidance was due in December 2009. National monitoring of the implementation is due in January/February 2010 and following that the SHA will continue to monitor the implementation of the areas of non compliance.</p> <p>Stocktake proformas have been circulated to each locality for completion by Friday 19th February 2010.</p> <p>To update the Group at the next meeting.</p>	J Toovey	29.04.2010

6. Supportive & Palliative Care IOG			
6.2 Face to face assessment 9-5 / 7 days a week			
Log No	Action	Lead(s)	Deadline
130	Dawn Gordon reported that the Group has begun to map the baseline services offered across the Network. To update the Group at the next meeting.	M Oakhill, D Gordon, L Vickerstaff & V Taylor	29.04.2010
6.3 Bereavement Sub Group Update			
Log No	Action	Lead(s)	Deadline
131	Charlotte Rock reported that the Bereavement Sub Group met prior to the Group meeting and it has been agreed that this work stream will be discussed at the SHA EoLC Pathway Delivery Board. To update the Group at the next meeting.	C Rock / J Toovey	29.04.2010
7. Governance & Audit			
7.1 Graseby Syringe Drivers - Leeds Audit update			
Log No	Action	Lead(s)	Deadline
132	Angela Gregson tabled a document summarising Leeds decision to purchase the McKinley Syringe Driver. The Group were advised that a benefit of being part of CPC (Commercial Procurement Collaborative) is that Trusts can access the contract if they wish. Other localities can use the Leeds syringe driver Trial data to inform their decision making / purchasing decisions. Angela Gregson informed the Group that Francis Guise with CPC Procurement has been involved in the decision making process and is willing to work with any locality within the Yorkshire and Humber SHA. Members present feel it would be beneficial to have a statement from Francis clarifying this. To contact Francis Guise for a statement to circulate to the Group regarding the decision making process.	A Gregson	16.02.2010
133	To contact Angela Gregson (angela.gregson@nhs.net) with any questions.	All	Ongoing
8. Workforce Development			
8.1 SHA Sharing Good Practice Event			
Log No	Action	Lead(s)	Deadline
134	June Toovey reported that the SHA Sharing Good Practice Event in January went well. A good insight into the national e-learning programme was given. A baseline for delivering the basic EoLC education was discussed; 132 e-learning modules will be available in the next month. These will be based on the 4 competencies; ACP, Assessment, Communication and Symptom Control, this will be aimed at level 1/2 workers.	N/A	N/A

8. Workforce Development			
8.2 YCN Sharing Good Practice Event			
Log No	Action	Lead(s)	Deadline
135	<p>The Group were reminded that the YCN Sharing Good Practice Event is planned for 25th May and were asked to encourage colleagues to submit abstracts for posters and oral presentations.</p> <p>The planning group will be meeting in early March to agree abstracts.</p> <p>To recirculate the save the date flyer and call for abstracts email to all Network Groups.</p>	E Jehan	16.02.2010
136	To encourage colleagues to submit abstracts for posters and oral presentations.	All	Ongoing
8.3 Training & Education Strategy for EoLC			
Log No	Action	Lead(s)	Deadline
137	<p>June Toovey reported that it had been hoped to appoint an Education Project Post to work across the SHA however this has been put on hold due to a vacancy freeze at the SHA.</p> <p>The Group were informed that June Toovey and Fiona Hicks have put together a 4 phase project proposal regarding providing sustainable education and training on EoLC to Care Homes across the SHA.</p> <p>An SHA Education Steering Group has been formed to agree and take this work forward.</p> <p>To update the Group at the next meeting.</p>	J Toovey	29.04.2010
9. Research			
9.1 Update on links			
Log No	Action	Lead(s)	Deadline
138	<p>Vanessa Taylor reported that she will discuss with June Toovey about developing a database of research activity around Palliative Care following her meeting with Carol Sleigh.</p> <p>It has been agreed to take this work forward at SHA level.</p> <p>To update the Group as appropriate.</p>	V Taylor	Ongoing
10. OOH Group Update			
Log No	Action	Lead(s)	Deadline
139	<p>Linda Wilson updated the Group following the recent Palliative Care OOH Group meeting with Local Care Direct, NHS Direct and Care UK. The service was reconfigured last year and is now working well.</p> <p>An OOH pathway has been developed highlighting what needs to be in place for the service to work well, the next step is to look at all areas of the pathway in more detail. Providers will be providing information on call timings at the Group's next meeting to begin to develop a timed pathway. An audit of call quality will also be developed.</p> <p>To update the Group at the next meeting.</p>	L Wilson	29.04.2010
140	To circulate the OOH pathway to the Group.	E Jehan	16.02.2010

11. Any Other Business			
Log No	Action	Lead(s)	Deadline
141	<p>Anne Garry raised concerns that there seems to be some confusion between the End of Life Care Pathway and the Liverpool Care Pathway in the recent NCEPOD Caring to the End? report.</p> <p>The report is available to download from: http://www.ncepod.org.uk/2009dah.htm</p> <p>To circulate the report with the action log.</p>	E Jehan	16.02.2010
142	<p>Liz Brown requested that members of the Group forward any examples of patient information on organ donation to her.</p> <p>To forward any examples to liz.brown@hdfn.nhs.uk.</p>	All	Ongoing
143	<p>June Toovey reported that she has recently been contacted by a Group of 4 Networks who have put together Symptom Control Guidelines for Palliative Care. They have written to all Networks to establish they want to be involved in a review, there is also an option to adopt the Guidelines.</p> <p>After discussion the Group agreed not to take part in the review and to continue to use the guidelines produced by the YCN.</p>	N/A	N/A
144	<p>The Group agreed to book another meeting in prior to the next meeting in June.</p> <p>To book another meeting.</p>	E Jehan	16.02.2010

Date of Next Meeting(s)

Thursday 29th April 2010 2:00pm
 Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

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