

Actions of the meeting held on
Thursday 29 April 2010, 14:00

Yorkshire Cancer Network

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

Present:

Mrs C Rock (Chair)	Bradford Teaching Hospitals NHS Foundation Trust
Ms F Hicks	Leeds Teaching Hospitals NHS Trust
Dr S Kite	
Ms L Humphrey	Mid Yorkshire Hospitals NHS Trust
Ms A Gregson	NHS Leeds
Mrs E Vickerstaff	NHS North Yorkshire and York
Mr T Megaw	NHS Yorkshire and the Humber Strategic Health Authority
Mr B Kilgallon	St Gemma's Hospice
Dr V Taylor	University of Bradford
Ms K Crawshaw	Wakefield Hospice
Mrs G Smith	
Dr A Garry	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mrs P Kirk	
Mrs J Toovey	

Apologies

Dr L Brown, Mrs J Cawtheray, Ms D Gordon, Ms C Harker, Dr M Kiely, Ms L Moore, Dr A Seymour, Ms H Stephenson, Mrs J Thorpe, Dr J Warren, Dr L Wilson

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	Charlotte Rock welcomed the Group and round table introductions were made. Penny Kirk was introduced to the Group as the new Network End of Life Programme Manager.	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 was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 YAS Policy			
Log No	Action	Lead(s)	Deadline
3	Anne-Marie Seymour was unable to attend the meeting to update the Group on the new YAS Policy for the transport of DNA CPR patients. To add to the next meeting agenda.	E Jehan	13/05/2010

3. Matters arising			
3.2 Social Marketing Project			
Log No	Action	Lead(s)	Deadline
4	<p>June Toovey updated the Group on the Social Marketing Project; currently an analysis of the secondary data is being undertaken. Market analysis with will be undertaken in NHS Wakefield and NHS Hull with NHS North Yorkshire & York and NHS Leeds shadowing.</p> <p>Ernst & Young are funding the work and anticipate being finished by the end of May. It is the aim for the contract to be out after the summer.</p> <p>To update the Group at the next meeting.</p>	J Toovey	15/06/2010
4. National Programme for IT			
Log No	Action	Lead(s)	Deadline
5	<p>Charlotte Rock introduced Tony Megaw, SHA Lead on the National Programme for IT.</p> <p>The Group were informed that the aim of the National Programme for IT is to have a single system that can be used by all NHS organisations. The starting point is to make sure that the infrastructure is in place for all organisations; funding is available to hospital trusts via PCTs.</p> <p>It was reported that TTP System 1 is part of the regional strategy and is currently being used by 52% of practices in the Yorkshire & the Humber SHA, this is estimated to rise to 60% by 2011. Further to this 23/53 Specialist Palliative Care sites across the region have gone live with System 1, including; Airedale, Bradford and Mid Yorkshire.</p> <p>It was reported that the SHA are in talks with YAS regarding links and are looking at out of hours services. The Group were informed that the SHA are working on linking PPM with System 1 via an integration engine.</p> <p>There is a possibility of a clinically led region wide workshop being run for Palliative Care workers.</p> <p>The Group thanked Tony Megaw for his time.</p>	N/A	N/A
5. Group Organisation			
5.1 Work Programme and Priority Areas			
Log No	Action	Lead(s)	Deadline
6	<p>Penny Kirk introduced herself to the Group and explained that she has had phone conversations with various staff who are involved in provision of EoLC services across the Network. As part of this process a list of possible Network priority work areas has been compiled which was tabled at the meeting. Members were asked to review this list prior to the next meeting when the Network priorities will be agreed, alongside a review of the Group Work Programme.</p> <p>To add Priority Work and Work Programme progress to the next meeting agenda.</p>	E Jehan	13/05/2010

6. Service Planning			
6.1 DNA CPR			
Log No	Action	Lead(s)	Deadline
7	<p>Charlotte Rock informed the Group that a bid by NHS Bradford & Airedale to the Innovations fund has been successful for approximately £70,000. It is hoped the money can be to fund a project manager to take the DNA CPR work forward. It is planned to look at pilot sites and audit support with the aim being to take the pilot sites forward in September.</p> <p>To update the Group at the next meeting.</p>	C Rock	15/06/2010
6.2 Organ Donation Leaflet			
Log No	Action	Lead(s)	Deadline
8	<p>Charlotte Rock informed the Group that Liz Brown is working with Bradford to develop a Tissue donation leaflet for palliative patients and patients with long term conditions.</p> <p>To update the Group as appropriate.</p>	C Rock / L Brown	Ongoing
7. Supportive & Palliative Care IOG			
7.1 Supportive & Palliative Care Monitoring			
Log No	Action	Lead(s)	Deadline
9	<p>June Toovey updated the Group on the monitoring of the implementation of the Supportive & Palliative Care Guidance. Further to a meeting between the 3 Networks, SHA and NCAT a meeting is planned with the 3 Network Nurse Directors and the SHA to look at future monitoring.</p> <p>An updated dashboard was tabled and the Group were informed that they will have responsibility for the implementation of priorities 5: Specialist Palliative Care, 9: Advance Care Planning and 10: Bereavement.</p> <p>The dashboard will now included in the Network Board Performance report which is presented at the Board meeting on a 3 monthly basis.</p> <p>To circulate the updated dashboard.</p>	E Jehan	13/05/2010
7.2 Face to face assessment 9-5 / 7 days a week			
Log No	Action	Lead(s)	Deadline
10	<p>Liz Vickerstaff updated the Group on the face to face assessment 9-5 / 7 days a week project work and tabled the recently completed baseline document. The aim of the work is to highlight the minimum service to be provided by generalist services/community nursing prior to patients being passed to Specialist Palliative Care.</p> <p>The Group were informed that the next step is to perform a similar baseline assessment of services available in Hospitals.</p> <p>Penny Kirk agreed to join this Group and attend the next meeting.</p> <p>To update the Group at the next meeting.</p>	L Vickerstaff	13/05/2010
11	<p>Members of the Group to send comments on the document to Liz Vickerstaff (liz.vickerstaff@nyypct.nhs.uk).</p>	All	Ongoing
7.3 Population Needs Assessment			
Log No	Action	Lead(s)	Deadline
12	<p>To discuss as part of the work programme at the next meeting.</p>	All	13/05/2010

7. Supportive & Palliative Care IOG			
7.4 Bereavement Update			
Log No	Action	Lead(s)	Deadline
13	<p>Penny Kirk informed the Group that following the audit of compliance with the NICE Supportive and Palliative Care Guidance the first priority for her post has been identified as Bereavement Care. The focus for this work is to support development of a service specification for Bereavement Care services.</p> <p>A workshop will be held in early July to map out the bereavement care pathway and to begin to define the services at each step of the pathway.</p> <p>The Group were also informed that Penny Kirk is collating the information received as part of the bereavement audit initiated in February.</p> <p>► POST MEETING NOTE: The Bereavement Workshop has been arranged for 8th July at the Yorkshire & the Humber Strategic Health Authority.</p> <p>To update the Group at the next meeting.</p>	P Kirk	15/06/2010
7.5 SPC Pathway			
Log No	Action	Lead(s)	Deadline
14	<p>The Group were informed that the Specialist Palliative Care Pathway has not yet been presented to the Commissioning Group due to the high volume of Clinical Pathways being presented on monthly basis.</p> <p>The Group agreed to review the Specialist Palliative Care Pathway and the Palliative Care (End of Life) Pathway prior to them both being presented to the Commissioning Group.</p> <p>To circulate the Specialist Palliative Care Pathway and the Palliative Care (End of Life) Pathway to the Group for comments.</p>	E Jehan	13/05/2010
7.6 CNS Impact & Effectiveness of Teams			
Log No	Action	Lead(s)	Deadline
15	<p>Charlotte Rock informed the Group that an audit of the clinical effectiveness of the Hospital Palliative Care Team has taken place at Bradford recently and there have been several requests from Trusts across the Network for the audit tool.</p> <p>June Toovey reported that the need for more CNSs is an issue that has been highlighted at Peer Review and due to this the YCN Management Board have asked her to take forward a piece of work on the impact and effectiveness of the CNS role across the Network.</p> <p>Lynette Humphrey informed the Group that the Palliative Care Nurses Group are taking forward a piece of work looking at the clinical effectiveness of Specialist Palliative Care CNSs.</p> <p>The Group discussed taking this forward as a Network wide Group audit, June Toovey advised the Group that the Network has recently purchased SNAP (a web based questionnaire tool) which could be used to take the audit forward. The Group agreed to discuss further at the next meeting.</p> <p>To add to the next meeting agenda.</p>	E Jehan	13/05/2010
16	To discuss SNAP with Colin Sloane.	C Rock & P Kirk	Ongoing

7. Supportive & Palliative Care IOG			
7.6 CNS Impact & Effectiveness of Teams			
Log No	Action	Lead(s)	Deadline
17	<p>June Toovey reported that she (in her role as SHA Clinical Lead for SHA End of Life Pathway Delivery Board) has been contacted by the National End of Life Care Team with a request for the SHA Group to identify areas of good nursing practice to enable the National Team to evaluate, look at costings and productivity to highlight the importance and benefits of nursing in End of Life Care. June Toovey will be approaching the North Trent Sub Regional Group and the Humber & Yorkshire Coast Sub Regional Group with the same request.</p> <p>The Group agreed they are happy to be involved in this work.</p> <p>To send areas of good practice to June Toovey (june.toovey@ycn.nhs.uk).</p>	All	Ongoing
8. Workforce Development			
8.1 SHA Education Sub Group Update			
Log No	Action	Lead(s)	Deadline
18	<p>June Toovey informed the Group that the SHA Education Sub Group has now met for the 2nd time and has agreed a proposal for the education and training in care homes project. The next stage is to look at project management for phase 1 which is to undertake a detailed scoping exercise.</p> <p>The Group are developing a work programme for other areas of work to take forward looking at competencies and occupational standards.</p> <p>The Group are also looking at pre reg education for Nurses, Doctors and AHPs to identify an appropriate level of End of Life education on curriculums.</p> <p>To update the Group at the next meeting.</p>	J Toovey	15/06/2010
9. Research			
9.1 Update on research links			
Log No	Action	Lead(s)	Deadline
19	<p>The Group agreed to discuss this further at the next meeting.</p> <p>Vanessa asked Group members to think how to take this forward and any research work streams they are keen to take forward.</p> <p>To bring ideas for research work streams to the next meeting.</p>	All	15/06/2010

Date of Next Meeting(s)

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 8th July 2010 9:00am

Boad Room, Yorkshire & The Humber Strategic Health Authority, Blenheim House, Duncombe Street, Leeds, LS1 4PL [Workshop]

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