

Actions of the meeting held on
Tuesday 15 June 2010, 14:00

Yorkshire Cancer Network

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

Present:

Dr L Wilson	Airedale NHS Foundation Trust
Mrs C Rock	Bradford Teaching Hospitals NHS Foundation Trust
Dr S Kite	Leeds Teaching Hospitals NHS Trust
Dr I Fenwick	NHS Bradford & Airedale
Ms A Gregson	NHS Leeds
Mrs E Vickerstaff	NHS North Yorkshire and York
Ms M Oakhill	NHS Wakefield District
Mr B Kilgallon	St Gemma's Hospice
Dr J Warren	St Michael's Hospice
Dr V Taylor	University of Bradford
Ms K Crawshaw	Wakefield Hospice
Dr A Garry	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mrs P Kirk	
Mrs J Toovey	

Apologies

Dr L Brown, Ms C Harker, Dr M Kiely, Dr A Seymour, Ms H Stephenson

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
20	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
21	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
22	<p>Anne-Marie Seymour advised the Group that she has met with Peter Mortimer, who has joined the OOH Group and is involved in the DNA CPR work across the region. The new YAS policy will come out of the DNA CPR work.</p> <p>June Toovey informed the Group that Fiona Hicks is linking in to this work from the SHA side, looking at ambulance transport for EoLC patients. YAS are keen to develop a CQuIN which Fiona Hicks is helping with.</p> <p>To update the Group as necessary.</p>	A-M Seymour / J Toovey	Ongoing

3.2 Social Marketing Project			
Log No	Action	Lead(s)	Deadline
23	<p>June Toovey informed the Group that Hull and Wakefield have nearly completed the market analysis looking at what EoLC services they are providing and costings.</p> <p>The secondary research around EoLC is nearly complete.</p> <p>A workshop was held in early June to collate all the information gathered and identify any gaps in the questions they want to ask. The report from the workshop will be ready by early July.</p> <p>The project is being managed by the PCT Collaborative.</p> <p>To update the Group at the next meeting.</p>	J Toovey	09/09/2010
3.3 Update on research links			
Log No	Action	Lead(s)	Deadline
24	<p>Vanessa Taylor informed the Group that they currently do not have any research targets identified and asked the Group what areas, if any, they wanted to look at.</p> <p>The Group discussed the Trans Pennine Forum and it was agreed that Vanessa Taylor would link with them.</p> <p>The Group agreed it would be useful to be aware of what research is going on across the region.</p> <p>To link with the Trans Pennine Forum and update the Group at the next meeting.</p>	V Taylor	09/09/2010
4. Service Planning			
4.1 DNA CPR			
Log No	Action	Lead(s)	Deadline
25	<p>Charlotte Rock informed the Group that the DNA CPR form is nearly complete. Following concerns raised by Solicitors over some wording, ethical clarification is awaited.</p> <p>A Project Board has been created to oversee use of funding but have been unable to secure a Project Manager so are now considering how best to use the funding to support the project.</p> <p>Now looking at a phased roll out with each locality having to demonstrate their readiness to move forward; engagement with key stakeholders, policies, audit and education in place before the Project Board will agree a time frame for roll out.</p> <p>It is the aim to start the roll out in September with Sheffield, North Yorkshire and Bradford & Airedale.</p> <p>June Toovey reported that this is on the SHA QIPP agenda for EoLC, and advised the Group that if any localities are experiencing problems with engagement then Alan Wittrick can raise difficulties at the Chief Executives forum.</p> <p>To circulate a list of End of Life Care related items on the QIPP agenda.</p>	J Toovey	29/06/2010

4.2 User Involvement			
Log No	Action	Lead(s)	Deadline
26	<p>Penny Kirk informed the Group that there has been discussion outside of the Group regarding User Representation as 2 YCN User Representatives previously sat on the Palliative Care Group. The Group agreed that following the change of the Groups remit from Palliative Care to End of Life Care it is no longer appropriate for Service Users from the YCN User Partnership Group to attend all meetings.</p> <p>Penny Kirk reported that she has met with Colin Sloane, YCN User Facilitator and Heather Stephenson, Regional Manager Age Concern and Help the Aged to look at how we link with regional organisations and charities to enable User Involvement in specific areas of work, as required.</p> <p>The Group agreed that 2/3 YCN User Representatives should still receive action logs and relevant papers.</p> <p>To add agreed User Representatives to the Group for information.</p>	E Jehan	29/06/2010
5. Supportive & Palliative Care IOG			
5.1 Bereavement Update			
Log No	Action	Lead(s)	Deadline
27	<p>► Bereavement Workshop</p> <p>Penny Kirk informed the Group that the tri-Network (YCN, HYCCN and NTCN) Bereavement Workshop is planned for 8th July at the SHA.</p> <p>The aim of the day is to draft out the Bereavement Care Pathway with the long term plan being to translate the work into a service specification by the end of 2010.</p> <p>The Workshop is limited to 10 places per Network and there is good representation across the care pathway.</p> <p>To update the Group at the next meeting.</p>	P Kirk	09/09/2010
28	<p>► Patient Information</p> <p>Penny Kirk reported that she is looking at producing a standard template for Bereavement Information to support those areas where no written information is currently available.</p> <p>To update the Group at the next meeting.</p>	P Kirk	09/09/2010

5.2 EoL and SPC Pathways - review			
Log No	Action	Lead(s)	Deadline
29	<p>Charlotte Rock informed the Group that the End of Life Care Pathway and the Specialist Palliative Care Pathway had been circulated for comments; no comments were received for the End of Life Care Pathway. Comments received on the Specialist Palliative Care Pathway concerned a separate assessment of carers needs and MDS data requirements.</p> <p>The Group discussed the wording of 'Ensure a separate assessment of carers needs is done' and agreed that this is not done. June Toovey informed the Group that the pathway is not what happens now but what the Group want the Pathway to be, once agreed this will be taken to the Commissioning Group for agreement and locality gap analysis.</p> <p>The Group agreed the wording should be changed to reflect the wording in the EoLC Pathway.</p> <p>The Group agreed to review both Pathways in 2012.</p> <p>To arrange for the EoLC and SPC Pathways to be presented at the Commissioning meeting in July.</p>	E Jehan	29/06/2010
6. Governance & Audit			
6.1 Clinical Effectiveness Audit			
Log No	Action	Lead(s)	Deadline
30	<p>Charlotte Rock updated the Group on Clinical Effectiveness of the Hospital Palliative Care Team audit that has been developed at Bradford and the possibility of this being undertake as a Network wide audit using the recently purchased SNAP software.</p> <p>Discussion took place around use of the SNAP software, June Toovey advised the Group that licences have been purchased for each Trust and the Network are in the process of purchasing scanners for each Trust to enable hard copy questionnaires to be used.</p> <p>Concerns were raised around Hospices and PCTs not being able to use SNAP as only the Acute Trusts have licences, June Toovey advised the Group there is a possibility of Network administration support in inputting questionnaire results for Hospices.</p> <p>The Group agreed to undertake this as the Network Audit and to write out for 2 locality representatives to lead on the audit.</p> <p>To write out for locality audit leads.</p>	P Kirk	29/06/2010
31	To circulate the audit tool for information.	C Rock	29/06/2010

7. Workforce Development			
7.1 National e-learning modules			
Log No	Action	Lead(s)	Deadline
32	<p>Penny Kirk informed the Group that she has been seeking clarity from the SHA on how people access the National e-learning modules.</p> <p>Hospices can register via the National e-learning website by emailing contact details of those staff who require access; a request has been made that this is done on a Hospice wide basis not individually.</p> <p>June Toovey has had a conversation with the SHA Lead for e-learning to discuss using the e-learning modules as a driver for organisations to sign up to and use the national learning management system (NLMS) and a meeting arranged along with Cath Wardle, SHA EoLC Manager to look into this further.</p> <p>Charlotte Rock informed the Group that organisations do not have to have full access to the NLMS system to be able to access the e-learning modules.</p> <p>Linda Wilson noted that a number of the modules have been written by local Registrars.</p> <p>To update the Group as necessary.</p>	P Kirk	Ongoing
7.2 National QIPP EoLC Event			
Log No	Action	Lead(s)	Deadline
33	<p>June Toovey informed the Group she has recently attended a workshop with the SHA, Department of Health and National End of Life Care Team to look at what areas of End of Life Care can be added to the QIPP agenda and delivered by the end of the year.</p> <p>The report will be available within the coming weeks and will be circulated to the Group for information.</p> <p>To circulate the event report to the Group for information.</p>	P Kirk	Ongoing
7.3 Sub Regional Sharing Good Practice Event			
Log No	Action	Lead(s)	Deadline
34	<p>Vanessa Taylor informed the Group there has been very positive feedback from the recent event. The evaluation report will be circulated shortly.</p> <p>Charlotte Rock reported that the SHA EoLC Event in January highlighted lots of areas of good practice and it was a struggle to get good practice at a regional level. It has been suggested to hold one region wide event in 2011 coordinated by the YCN; the Group were in agreement.</p> <p>To approach the HYCCN and NTCN Sub Regional Groups for agreement around 1 combined regional event.</p>	P Kirk	29/06/2010
35	<p>The Group requested that the presentations be made available on the YCN website.</p> <p>To seek presenters permission and upload presentations to YCN website.</p>	E Jehan	Ongoing

8. Group Organisation			
8.1 Revised Work Programme and Priority Work Areas			
Log No	Action	Lead(s)	Deadline
36	Penny Kirk presented the Work Programme and the Group worked through the document and made changes as necessary. To circulate the amended Work Programme with the Action Log.	E Jehan	29/06/2010
8.2 Monitoring of Quality Measures			
Log No	Action	Lead(s)	Deadline
37	Discussion took place around the Group choosing one or more of the Quality Markers to be measured and monitored at sub-regional level to enable individual organisations to benchmark against others. Further discussion took place around the minimum dataset for SPC teams, the additional workload for teams in collecting this data and how it is being used. It was agreed that minimum dataset requirements would be included in the Work Programme to define an EoLC service specification. To amend the Work Programme.	P Kirk	29/06/2010
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
38	The Group were reminded that this was Charlotte Rock's last meeting as Chair; Liz Vickerstaff will be taking on the role from the September meeting however Charlotte has agreed to take on the role of Vice Chair for a year in order to provide support. The Group thanked Charlotte Rock for the work she has done in her role as Chair of the Network Palliative Care Group and more recently the End of Life Care Group.	N/A	N/A
39	Charlotte Rock requested that Organ/Tissue Donation be added to the next meeting agenda. To add to the next meeting agenda.	E Jehan	Ongoing

Date of Next Meeting(s)

Thursday 8th July 2010 9:00am

Board 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