

Actions of the meeting held on  
Thursday 24 November 2011, 10:00

Yorkshire Cancer Network

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

**Present:**

Mrs C Rock	Bradford Teaching Hospitals NHS Foundation Trust
Dr M Kiely	Calderdale and Huddersfield NHS Foundation Trust
Dr S Kite	Leeds Teaching Hospitals NHS Trust
Ms B Marks	Marie Curie Centre Bradford
Dr M Miller	Martin House Children's Hospice
Dr J Waldock	Mid Yorkshire Hospitals NHS Trust
Mr P Howatson	NHS Calderdale, Kirklees and Wakefield District PCT Cluster
Ms A Gregson	NHS Leeds
Mr K Kocinski	NHS North Yorkshire and York
Mrs E Vickerstaff (Chair)	
Ms K Jackson	St Gemma's Hospice
Dr L Brown	St Michael's Hospice
Dr A Garry	York Teaching Hospital NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mrs P Kirk	
Ms S McKiniry	
Mrs J Toovey	

**Apologies**

Ms K Crawshaw, Ms T Edwards, Ms D Gordon, Dr V Taylor

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
84	<p>Liz Vickerstaff welcomed the Group and new members were introduced:</p> <ul style="list-style-type: none"> <li>• Keith Kocinski, Commissioning Manager, NHS North Yorkshire &amp; York; and</li> <li>• Mike Miller, Consultant in Paediatric Palliative Medicine, Martin House Hospice and LTHT.</li> </ul> <p>Dr Claire Rayment, SpR in Palliative Medicine and Diane Daley Operational Services Manager, Cancer &amp; Palliative Care at BTHFT were also introduced and explained they were attending with Charlotte Rock on a one off basis to learn more about the Group.</p> <p>The Group were also introduced to Alison Dickinson, Clinical Quality and Effectiveness Manager, NHS Leeds who was attending the meeting to discuss Verification of Death and may attend future meetings on an ad hoc basis.</p> <p>Liz Vickerstaff informed the Group that due to restructuring at NHS North Yorkshire &amp; York she will be stepping away from End of Life Care and Keith Kocinski will be taking the lead with the work stream, however she will continue to Chair the Group for the time being.</p> <p>To add new members to the Group membership.</p>	E Jehan	08/12/2011

<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. Verification of Death</b>			
Log No	Action	Lead(s)	Deadline
86	<p>Alison Dickinson, Clinical Quality and Effectiveness Manager, NHS Leeds was introduced to the Group and gave further information on the Out of Hours Verification of Death Roll-out proposal which was circulated with the agenda. This proposal has been approved by the West Yorkshire Urgent Care Clinical Review Group and Alison has been instructed by the group to take the proposal forward for the West Yorkshire area.</p> <p>Verification of an expected death is classified as low priority for an out of hours visit, which has on occasions led to relatives being left with a deceased person in-situ for several hours, adding to the stress for the bereaved.</p> <p>Leeds Community Healthcare have been working to address this and have offered training in verification of death to district nursing staff. Alison will be contacting localities to establish current position across the West Yorkshire area.</p> <p>Members of the Group were asked to send contact details for interested parties and key stakeholders to Alison. Alison aims to establish a task and finish group in the near future including relevant staff from each locality. As Alison's remit is for West Yorkshire only, YCN agreed to collect key contacts for North Yorkshire to support work across the whole Network area. June Toovey agreed to discuss roll out across the Yorkshire and Humber region with the Y&amp;H EoLC Pathway Delivery Board.</p> <p>It was agreed that the YCN would collect key contacts for North Yorkshire with a view to roll this out at a later date.</p> <p>To send key contacts for West Yorkshire to Alison Dickinson.</p>	All	Ongoing
87	To send key contacts for North Yorkshire to Penny Kirk.	All	Ongoing
88	To add to the PLB meeting agenda.	E Jehan	08/12/2011
89	<p>Belinda Marks and Joy Waldock informed the Group that projects focussing on Verification of Death are on-going in Bradford and Wakefield and agreed to share information with Alison Dickinson.</p> <p>To send relevant information to Alison Dickinson.</p>	B Marks & J Waldock	08/12/2011

<b>4. Matters arising</b>			
<b>4.1 EoLC Complaints</b>			
Log No	Action	Lead(s)	Deadline
90	<p>Penny Kirk reminded the Group that this agenda item was raised earlier in the year and delayed until this meeting. There is a consensus that expected deaths are being incorrectly coded.</p> <p>Liz Brown informed the Group that HDFT had been asked to look at coding for EoLC complaints a couple of years ago and agreed to look into if/how this had been achieved.</p> <p>Mary Kiely agreed to talk to the Calderdale &amp; Huddersfield Risk Management Team to see what the Trust is doing about this issue.</p> <p>To feedback to Penny Kirk.</p>	L Brown / M Kiely	08/12/2011
91	To take this work forward.	P Kirk	Ongoing
<b>4.2 DNACPR &amp; DNACPR Patient Information Leaflet - update</b>			
Log No	Action	Lead(s)	Deadline
92	<p>Charlotte Rock informed the Group that Justine Paul's role as project manager has now come to an end, however the project will continue to run until February 2012 with Claire Seymour as project lead.</p> <p>Harrogate will be rolling out use of the form from December 1st, Hull have signed up to use the form and Doncaster will be going live no later than February 2012.</p> <p>The DNACPR patient information leaflet has been finalised and there is funding available for 4000 copies per locality it will then be down to organisations to fund further print runs.</p> <p>Mike Miller informed the Group that a lot of work is on-going around a DNACPR form for use in Paediatrics, it is hoped the draft version will be ready to circulate for comments in December.</p> <p>To circulate the Paediatric form for comments.</p>	E Jehan	Ongoing
<b>4.3 Roll out of YAS EoLC Pathway</b>			
Log No	Action	Lead(s)	Deadline
93	<p>Penny Kirk informed the Group that the YAS EoLC Pathway has been rolled out, to date Leeds, Sheffield and Wakefield have used the pathway and no incidences have been reported.</p> <p>A meeting with the District Nurses is planned for December and the next step will be implementing the pathway within care homes.</p> <p>To update the Group at the next meeting.</p>	P Kirk	09/02/2012

<b>4. Matters arising</b>			
<b>4.4 EoLC Transport Survey</b>			
Log No	Action	Lead(s)	Deadline
94	<p>Penny Kirk tabled an update from Helen Thornton; following feedback from the Group on the issues surrounding transport for patients at the end of life amendments have made to the urgent and emergency ambulance service specification to include these patients as part of core activity and therefore enable bookings to be made within a 1-4 hour timeframe.</p> <p>A guidance document for booking EoLC transport has been developed and was tabled.</p> <p>Penny Kirk also tabled an Issue Log which has been produced using SNAP and can be used when problems booking EoLC transport arise. The web address for the survey is included in the guidance notes. A monthly report will be provided to Commissioners to raise any necessary issues with YAS.</p> <p>It was suggested that a letter needs to accompany these 3 documents when circulating to Hospitals, Hospices, GPs etc.</p> <p>To circulate the 3 documents, along with a letter of explanation, across the Network.</p>	P Kirk	Ongoing
<b>4.5 Bereavement Advice Centre</b>			
Log No	Action	Lead(s)	Deadline
95	<p>Penny Kirk informed the Group that following the circulation of a proposal to develop a Yorkshire &amp; Humber region specific version of the Bereavement Advice Centre (BAC) website and a dedicated number, queries raised by locality EoLC groups have been fed back to the BAC.</p> <p>It was agreed to await the results of the Birmingham pilot, due February/March 2012, prior to taking this forward across the region.</p> <p>To update the Group with the results of the Birmingham pilot.</p>	P Kirk	Ongoing
<b>4.6 CBT Skills Training</b>			
Log No	Action	Lead(s)	Deadline
96	<p>The Group were informed that along side the Intermediate CBT Skills Training course (6 days) running in Bradford in 2012, 2 CBT Skills taster days have been organised and will be taking place on 9th December in Bradford and 18th January in Leeds.</p> <p>June Toovey informed the Group that she will be talking to the Network Psychology Group at developing a CBT skills course.</p> <p>Concerns were raised that the majority of organisations are experiencing problems releasing staff for mandatory training and it is becoming increasingly difficult for staff to be released for any additional training.</p> <p>To discuss the development of the CBT skills course with the Psychology Group.</p>	J Toovey	Ongoing
97	<p>To contact Kathy Mannix To clarify who from the region has signed up to the intermediate course or taster days.</p>	J Toovey	08/12/2011

<b>5. 7 Day Working Audit</b>			
Log No	Action	Lead(s)	Deadline
<b>98</b>	<p>Penny Kirk informed the Group that the Palliative Care Nurses Group have had initial discussions about reviewing the need for 7 day SPC working across the YCN area. Valerie Shaw is undertaking a literature review and has begun contacting SPC teams across the country who have already initiated 7 day working. Valerie has also amended the St Gemma's form for recording OOH calls to the SPC service and is piloting this alongside an audit tool to assess evidence of need for face to face SPC support. The results of this pilot are to be shared at the next meeting of the Nurses' Group.</p> <p>The group recognised that an audit of OOHs calls will not fully represent need and that other additional information will be needed. Valerie Shaw to be invited to the next meeting to share findings so far and for discussion about how best to take this work forward.</p> <p>Valerie Shaw to be invited to the next meeting to share findings so far and for discussion about how best to take this work forward.</p>	P Kirk	08/12/2011
<b>6. MPET Funding</b>			
Log No	Action	Lead(s)	Deadline
<b>99</b>	<p>Following the workforce obstacle submissions, a set of recommendations have been ratified by the Y&amp;H EoLC Education Group and Y&amp;H EoLC Pathway Delivery Board.</p> <p>Members of the Group expressed concerns that this process had been complicated and time consuming.</p>	N/A	N/A
<b>6.1 Clinically based education &amp; training</b>			
Log No	Action	Lead(s)	Deadline
<b>100</b>	<p>Penny Kirk and Laura Wigley, EoLC Programme Manager for HYCCN have taken forward phase 1 of this project to identify number of hours of clinically-base education that are required to implement and embed EoCL tools in clinical practice. The findings from Phase 1 will go to the SHA Education Steering Group on 29th November and SHA Pathway Leadership Board on 8th December for approval and agreement of next steps.</p> <p>To feedback to the Group at the next meeting.</p>	P Kirk	09/02/2012
<b>7. Symptom Management Guidelines</b>			
Log No	Action	Lead(s)	Deadline
<b>101</b>	<p>The final draft of the Symptom Management Guidelines has been agreed, it is anticipated that the Guidelines will be printed and circulated by mid December. The electronic copy will also be available on the YCN website.</p> <p>It was agreed to discuss the development of an app at the next meeting.</p> <p>To look for any apps currently available and to circulate details to the group for consideration and comment.</p>	P Kirk	30/12/2011

<b>8. ELCQUA</b>			
Log No	Action	Lead(s)	Deadline
102	<p>An overview of ELCQuA (the End of Life Care Quality Assessment tool) was tabled. ELCQuA is an online tool for keeping track of progress in delivering end of life care services. The tool assesses services against quality indicators and provides a picture of how end of life care is currently delivered, allowing comparison with similar organisations locally and across the country.</p> <p>ELCQuA is based on the Quality Markers and Measures for End of Life Care. The group recognised that ELCQuA, alongside QIPPs, KPIs and the NICE quality standard (due December) all contribute towards measuring quality in end of life care.</p> <p>To add to the next meeting agenda for discussion regarding a coordinated approach to measuring quality using these tools.</p>	E Jehan	08/12/2011
<b>9. EoLC Locality Registers - next steps</b>			
Log No	Action	Lead(s)	Deadline
103	<p>Suzanne Kite informed the Group that the NEoLCP has produced draft guidance to support local organisations in planning for implementation of EPCCS/locality registers. The draft guidance has been sent to pilot sites who participated in the national locality registers project for comments.</p> <p>A national information standard will define the core minimum dataset to be included within a locality register/EPCCS. System suppliers will be required to ensure that all IT systems are compliant with this standard by December 2013.</p>	N/A	N/A
<b>10. AOB</b>			
Log No	Action	Lead(s)	Deadline
104	<p>► Universal Rehab Pathway</p> <p>Sherry Mckiniry, YCN &amp; HYCCN AHP Lead informed the Group that the Rehab Group have developed an Universal Rehab Pathway which has an EoLC section.</p> <p>To circulate to the Group once finalised.</p>	S Mckiniry	Ongoing
105	<p>► SPC Referral Criteria</p> <p>Charlotte Rock informed the Group that the YCN SPC Referral Criteria is shortly due for review.</p> <p>To circulate current version to the group for suggested amendments if required.</p>	E Jehan	08/12/2011
106	To add to the next meeting agenda.	E Jehan	08/12/2011
107	<p>► Minimum Patient Information</p> <p>Penny Kirk informed the Group that the Palliative Care Nurses Group have produced a 2 sided document listing the minimum information patients should receive. This will be circulated to primary and secondary care.</p> <p>To add the DNACPR leaflet to the document.</p>	P Kirk	08/12/2011

<b>10. AOB</b>			
Log No	Action	Lead(s)	Deadline
108	To circulate the document to the Group for final approval/comments to Penny Kirk prior to wider distribution.	E Jehan / All	30/12/2011

**Date of Next Meeting(s)**

Thursday 9th February 2012 2:00pm  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 24th April 2012 2:00pm  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 19th June 2012 2:00pm  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 13th September 2012 2:00pm  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 22nd November 2012 2:00pm  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital