

**Actions of the meeting held on  
Tuesday 01 May 2007, 09:30**

**Yorkshire Cancer Network**

**YCRN Conference Room 2, Ida Nurses Home, Cookridge Hospital**

**Present:**

Ms C Parkinson	Airedale NHS Trust
Mrs B Hurst	Bradford Teaching Hospitals NHS Foundation Trust
Ms P Marsden (Chair)	Calderdale and Huddersfield NHS Foundation Trust
Ms M Webb	Harrogate and District NHS Foundation Trust
Ms A Craven	Leeds Teaching Hospitals NHS Trust
Ms C Downes	
Ms W Gregory	
Ms R Wells	Mid Yorkshire Hospitals NHS Trust
Mrs M Holland	Yorkshire Cancer Network
Ms C Sheard	
Mrs J Toovey	

**1. Apologies**

Sister K Clawson, Ms L Jackson

<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
1	<p>A discussion took place on the issue of the group meetings being held at various Trust sites. It was agreed that Pat Marsden would prepare the Agenda and Action Log from these meetings and forward to Colinne Sheard to input into YCN database; circulate to group members and upload onto the website.</p> <p>The group agreed that the first 30 minutes of a meeting would be a closed meeting for the CNS's only to attend.</p>	C Sheard	Review 12/07/2007
3	<p>Following the discussion at the meeting on 22.3.07 Cheryl Downes informed the group that Jane Archer, YCN Patient Information &amp; Support Manager, has agreed to fund the printing of the Patient Information leaflets. A discussion took place on the cost of the printing etc.</p> <p>A copy of the leaflet along with the number to be printed are to be sent to Jane Archer.</p>	C Downes	28/05/2007
4	<p>As discussed at the meeting held on 22.3.07 most of the group members now have PPM installed but there are still a few issues with regard to access to results and patient's details from other hospitals.</p> <p>There are concerns that they are not receiving copies of letters and results and their investigations are not being filed in patient's notes for ward staff to see.</p> <p>To update and discuss at next meeting.</p>	All	12/07/2007
5	<p>Annual Study Day :</p> <p>It was agreed that the group would like a speaker from the YCN, either Barry Tinkler or June Toovey, to talk about centralisation.</p> <p>Pat Marsden to follow this up and report back.</p>	P Marsden	12/07/2007

<b>6. Cancer Nursing Vision &amp; Action Plan</b>			
Log No	Action	Lead(s)	Deadline
6	<p>June Toovey spoke to the group about the Cancer Nursing Vision &amp; Action Plan and explained how it will raise the profile of nursing. The Action Plan has been produced by the Network Lead Cancer Nurses and agreed by Nurse Directors across the Network &amp; Network Board. The document sets out the main areas of work for cancer nursing across the network over the next 3 years.</p> <p>The group were asked to consider linking this into the group's Work Programme in the future. June Toovey asked for the group's comments.</p> <p>To put on next agenda.</p>	All	12/07/2007
<b>7. Cancer Clinical Nurse Specialist Role - Discussion Paper</b>			
Log No	Action	Lead(s)	Deadline
7	<p>The discussion paper on the CNS role has already been circulated to the group for their comments and they will be forwarded to June Toovey.</p>	All	12/07/2007
<b>8. Terms of Reference</b>			
Log No	Action	Lead(s)	Deadline
8	<p>At the meeting held on 22.3.07 it was agreed that there were a few slight adjustments needed to the TOR and these were discussed.</p> <p>Pat Marsden to forward the amendments to Colinne Sheard who will update the TOR and re-circulate to the group for final comments.</p>	C Sheard	12/07/2007
9	<p>The group agreed that it would be beneficial to have a Palliative Care nurses representative at future meetings.</p> <p>June Toovey to approach the Palliative Care Nurses Group for a named representative for Gynaecology.</p>	J Toovey	12/07/2007
<b>10. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
11	<p>There was a discussion on the local patient support groups and a decision has been made to have 'Daylight' as the name of the groups within Yorkshire.</p> <p>To be discussed at the next meeting.</p>	All	12/07/2007
12	<p>Holistic Needs Assessment :</p> <p>June Toovey circulated the assessment to the group for comments. The document highlights the holistic needs assessment to be carried out and when it will be carried out on the pathway. It suggests in the document that the assessment would take approximately 30 minutes to complete.</p> <p>Comments to be provided at the next meeting.</p>	All	12/07/2007

**Date of Next Meeting(s)**

Thursday 12th July 2007 9:30 am  
YCRN Conference Room 2, Ida Nurses Home, Cookridge Hospital

Tuesday 18th September 2007 9:30 am  
YCRN Conference Room 2, Ida Nurses Home, Cookridge Hospital

Thursday 15th November 2007 9:30 am  
Room 105, Arthington House, Cookridge Hospital