

**Actions of the meeting held on
Monday 26 November 2007, 08:00**

Yorkshire Cancer Network

St. James's University Hospital

Present:

Mrs B Hurst	Bradford Teaching Hospitals NHS Foundation Trust
Ms M Webb	Harrogate and District NHS Foundation Trust
Ms A Craven	Leeds Teaching Hospitals NHS Trust
Ms R Wells	Mid Yorkshire Hospitals NHS Trust

Apologies

Mrs L Jackson, Mrs P Marsden, Ms C Parkinson

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
18	In Pat Marsden's absence, Beverly Hurst kindly chaired the meeting.		N/A
19	It was felt that the attendance was disappointing particularly as the meetings are now only quarterly. It was appreciated that sometimes reasons for not attending are unavoidable. Pat Marsden had indicated when the meeting was booked that she would not be able to attend due to a meeting called by her manager. Group members to confirm their attendance one week in advance of each meeting.	All	Ongoing
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
20	The Action Log from the last meeting was not available. Beverly Hurst to ask Pat Marsden for a copy.	B Hurst	03/12/2007
3. Matters arising			
Log No	Action	Lead(s)	Deadline
21	► Minutes from the Time-Out in Monday 29th October 2007 These were read and approved after it was noted that Marion Webb did attend the meeting and was not absent. Proposed: Robyn Wells, Seconded: Marion Webb.		N/A
4. Trachelectomy leaflet			
Log No	Action	Lead(s)	Deadline
22	The leaflet was not available for discussion. Beverly Hurst to ask Pat Marsden for a copy.	B Hurst	03/12/2007

5. ICCP – next time out			
Log No	Action	Lead(s)	Deadline
23	<p>It was decided that we would ask Lynne Jackson to ask one of those involved in this project in York to come and present the findings at our Spring meeting.</p> <p>Beverly Hurst to ask Lynne Jackson to organise this.</p>	B Hurst	31/12/2007
6. New terms of reference			
Log No	Action	Lead(s)	Deadline
24	<p>These have already been completed at the Time Out.</p> <p>Beverly Hurst to ask Pat Marsden to have these available for the next meeting.</p> <p>To verify at the next meeting.</p>	P Marsden	21/01/2008
8. MDT Audit			
Log No	Action	Lead(s)	Deadline
25	<p>The proposed MDT Audit led by Marion Webb needs ethics approval.</p> <p>Marion Webb to meet with Research & Development in Harrogate on the 11th December to formulate a template so that the group can all follow it with their respective Research & Development departments.</p>	M Webb / All	11/12/2007 - Ongoing
9.1. Study day 2008			
Log No	Action	Lead(s)	Deadline
26	<p>The study day will be held on Friday 6th June 2008. It appears to have been booked at the Briar Court Hotel, Huddersfield. Pat Marsden and Cheryl Downes will be leading on this.</p> <p>Beverly Hurst to ask Pat Marsden and Cheryl Downes if they require any further assistance.</p>	B Hurst	31/12/2007
27	<p>Beverly Hurst confirmed the attendance of the Bradford Cancer Support alternatives therapies who will speak and lead some relaxation at the end of the day.</p> <p>Marion Webb has provided details of another representative who is willing to attend.</p>		N/A
9.2. Future Events			
Log No	Action	Lead(s)	Deadline
28	<p>► Time Out</p> <p>The next Time Out will be held at the end of September 2008.</p> <p>To confirm the date with other members of the group.</p>	All	31/12/2007

9.3. Bradford Course			
Log No	Action	Lead(s)	Deadline
29	<p>As Claire Parkinson was not at the meeting the group did not discuss this.</p> <p>It is understood that she is meeting with someone from the University to try and push this forward.</p> <p>To discuss at the next meeting.</p>		21/01/2008
10. Pre-assessment/discharge			
Log No	Action	Lead(s)	Deadline
30	<p>► Pre-assessment Clinics</p> <p>There is a discussion underway regarding moving the pre-assessment of ladies from the units back to the unit instead of at the centre, by Harrogate Trust. It was decided that all units should investigate this as it would be beneficial to the patients not to have to travel to Leeds for this appointment.</p> <p>To be discussed further at the next meeting.</p>		21/01/2008
31	<p>► Discharge</p> <p>A Discussion took place around someone telephoning the Unit CNS when their patients were discharged from St James's.</p> <p>Alison Craven to discuss with Keeley Clawson, Ward Manager, if the Ward Clerk could do this.</p>	A Craven	31/12/2007
12. Any Other Business			
Log No	Action	Lead(s)	Deadline
32	<p>► Caseload Size</p> <p>Robyn had highlighted to her managers the size of her caseload in relation to other Trust CNS's and how she is working many hours more than her 37.5.</p> <p>She is in discussions about how to address this.</p>	R Wells	21/01/2008
33	<p>► Ward 28 Move</p> <p>This is scheduled for the 18th January 2008.</p>		N/A
34	<p>► Poster</p> <p>It was suggested that the group do a poster with the Gynaecology Network CNS's pictures and contact details on, for the wards at St James's and put into all the units so other staff recognised the CNS's if they went onto the wards.</p> <p>Alison Craven to start taking the photos.</p>	A Craven	N/A
35	<p>► Letter to June Toovey</p> <p>A letter was sent to June Toovey by Beverly Hurst, on behalf of the group, detailing the groups new name, membership and frequency of meetings. This letter was sent on Thursday 22nd November 2007.</p>		N/A

13. Dates for 2008 meetings

Log No	Action	Lead(s)	Deadline
36	<p>The group has decided on dates and venues for 2008 but they have not been confirmed yet.</p> <p>January 21st Harrogate to host. April 21st Calderdale to host. July 7th Bradford to host. Time out: September 15th 2008. (Pat when contacted has asked for this to be at the end of September, therefore suggest Monday 29th September.)</p>		

Date of Next Meeting(s)

Monday 21st January 2008 9:30 am
Harrogate