

Present:

Mrs C Parkinson	Airedale NHS Trust
Mrs B Hurst (Chair)	Bradford Teaching Hospitals NHS Foundation Trust
Mrs P Marsden	Calderdale and Huddersfield NHS Foundation Trust
Mrs M Webb	Harrogate and District NHS Foundation Trust
Mrs A Craven	Leeds Teaching Hospitals NHS Trust
Mrs C Downes	
Miss R Wells	Mid Yorkshire Hospitals NHS Trust
Mrs L Jackson	York Hospitals NHS Foundation Trust

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
40	The Action Log from the last meeting was agreed as an accurate record. .	N/A	N/A
3. Terms of Reference			
Log No	Action	Lead(s)	Deadline
41	<p>The group discussed and agreed the ToR with an amendment to section 2.</p> <p>The Group agreed that the CNS's would be the core members of the group, the extended membership would include persons from interested groups, it was agreed that the extended membership could attend meeting when the agenda had items appropriate to them or if they wished to table agenda items for discussion.</p> <p>The Group further agreed that the yearly Time Out would be for the core members only as they also use it for Peer Support.</p> <p>The three yearly Gynaecology Nurse's meetings will be held on different days of the week to accommodate differing timetables.</p> <p>P Marsden to update ToR</p>	P Marsden	31/10/2008
4. Information Pathways			
Log No	Action	Lead(s)	Deadline
42	<p>The Information Pathway from the YCN and User Partnership Group was discussed and appropriate information inserted for Gynaecology as requested by J Toovey at the last meeting.</p> <p>The Group felt that the Key Worker in most cases will be the CNS but when a patient is discharged it should revert back to the GP and it is important that the patient is aware of this.</p> <p>The Group discussed how much information the GP would give to the patient, and how the CNS's would know what had been given. B Hurst informed the group of work done in Bradford where each cancer site has produced information for the GP to give fast tracked patients explaining what it means and what will happen at clinic appointments. The Group agreed this could be adopted by the Trust if Bradford find it useful.</p> <p>B Hurst to send updated Pathways to J Toovey</p>	B Hurst	31/10/2008

4. Information Pathways			
Log No	Action	Lead(s)	Deadline
43	C Downes informed the Group of a list produced by the Radiotherapy team listing late effects which they give to patients and feel is more appropriate than the BACUP Radiotherapy booklet.	N/A	N/A
5. Peer Review			
Log No	Action	Lead(s)	Deadline
44	<p>B Hurst informed the Group of the new Peer Review format and explained it would involve a simplified self assessment taking place between January - May 2009. In evidencing, each team will be asked to submit three complimentary documents:</p> <ul style="list-style-type: none"> • Operational Policy • Annual Report • Work Programme <p>Following this Groups will still be required to complete an assessment of their compliance against each individual Quality Measures via the CQuINS database.</p> <p>External verification will then take place and some Groups will be visited and reviewed.</p> <p>B Hurst provided copies of the draft Gynaecology measures and a summary of the proposed new Peer Review process. The Group felt it is important to engage the whole team in the Peer Review process, not just the CNS's.</p>	N/A	N/A
45	<p>B Hurst informed the group that all CNS's are required to complete the ACST course as part of the compliance, as is any team member who has to communicate a cancer diagnosis to a patient, meaning all Consultants will also need to access the course.</p> <p>M Webb informed the Group she is now an ACST Facilitator and will be running her first course in November.</p>	N/A	N/A
6. Supportive & Palliative Care Guidance			
Log No	Action	Lead(s)	Deadline
46	<p>B Hurst gave the Group a summary of the 10 Key Priorities compiled by Helen Hey, Lead Cancer Nurse at Bradford as she found these very useful. The Group discussed these point, in particular the Holistic Assessment and how this can be achieved.</p> <p>B Hurst to contact H Hey for copies of the document and circulate to the Group.</p>	B Hurst	17/11/2008
47	<p>It was recognised that all CNS's are assessing in different formats, the Group discussed whether having a template with key questions would be more helpful than doing it free hand.</p> <p>It was agreed that having PPM would facilitate this and could be easily shared with the wider team and added to when patient circumstances change.</p> <p>The Group also discussed giving the patient a copy of their consultation, it was suggested the patient should receive a copy of the Consultants letter in order to comply with measures.</p> <p>Members of the group to consider how they would achieve a common template and feedback ideas at the next meeting.</p>	All	05/01/2009

7. Study Day			
Log No	Action	Lead(s)	Deadline
48	<p>The Gynaecology Nurses Educational Event for 2009 will be held on Friday 5th June at the Briar Court Hotel, Huddersfield.</p> <p>The event will be on cervical cancer from screening to treatment and beyond, to include the new cervical cancer vaccination programme now being offered.</p> <p>GSK as the company who produce the vaccine used, Cervarix are to sponsor the whole day. If they agree they will be asked if other reps can be approached.</p> <p>We will also be having reps in a separate room to the lectures.</p> <p>Advanced "Save the Date" flyers will be circulated shortly and the event will cost £25.</p> <p>B Hurst to circulate a "Save the Date" flyer to the group.</p>	B Hurst	28/11/2008
8. Leaflets			
Log No	Action	Lead(s)	Deadline
49	<p>The leaflets are now with J Toovey and should be available shortly. The first batch will be paid for by the Network, following this each Trust will order their own.</p>	N/A	N/A
9. Information from Ward 92, Leeds			
Log No	Action	Lead(s)	Deadline
50	<p>The Group discussed that they are not always being informed about patients being discharged, it was suggested that the ward may not have correct contact details.</p> <p>All CNS's to email B Hurst their telephone and fax numbers and their email address.</p> <p>B Hurst to pass to K Clawson, Ward Sister.</p>	All/B Hurst	ASAP
10. User Representation at Meetings			
Log No	Action	Lead(s)	Deadline
51	<p>It was agreed that user representation was appropriate at the three yearly meetings but not at the Time Out as this is used for Peer Support.</p> <p>The group discussed how useful a user would be if they are more than five years from treatment. The Group will be inviting Madge Parker to the next meeting and will continue to look for a user who is still engaged in treatment or less than five years out.</p> <p>B Hurst to invite Madge Parker to the next meeting</p>	B Hurst	28/11/2008

11. Update from all Units			
Log No	Action	Lead(s)	Deadline
52	<p>► Leeds</p> <p>A Craven informed the group that it has become apparent that there are too many discs to be read on the day to give a considered opinion. All discs must be sent to Joan Armitage by 5pm on the Monday before the meeting so they can be uploaded and reviewed on the Tuesday. The Group was also informed that the CNS is not covered to carry the disc, a letter must be obtained from their Trust giving permission.</p> <p>A Craven informed the group of a new Sister on Medical Oncology and discussed the IDS pathway which is being looked at in Leeds and will then be fed to all units.</p> <p>Each CNS to decide if they want to obtain permission from their Trust to carry discs and make MDT coordinators aware of this.</p>	All	N/A
53	<p>► Harrogate</p> <p>M Webb informed the group of the discussion from the Harrogate Time Out, this included a decision to take back the early endometrial cancers as per YCN guidelines.</p> <p>All PMB's now go through a One Stop clinic for hysteroscopy.</p>	N/A	N/A
54	<p>► Airedale</p> <p>C Parkinson gave an update on Airedale, there is now a joint Medical Oncologist with Bradford, Mike Crawford works in Bradford on a Tuesday doing the Gynaecology MDTM followed by an OPC for gynaecology patients who need chemotherapy.</p>	N/A	N/A
55	<p>► Calderdale</p> <p>P Marsden informed the group that Sam Dale, a new Band 5 Support Nurse is working with her 12 hours a week, Sam also works on the Gynaecology Ward as a Staff Nurse.</p> <p>The second support group begins in Halifax on Thursday 13th November in the evening, the first will be held in the morning. Both are called Daylight and will meet on Thursdays.</p> <p>The Calderdale team will be having a Time Out in November.</p>	N/A	N/A
56	<p>► Mid Yorkshire</p> <p>R Wells informed the group that a second pathway coordinator has been appointed who will take on the MDTM and tracking.</p> <p>Mandy Williams has been appointed as business manager.</p>	N/A	N/A

11. Update from all Units			
Log No	Action	Lead(s)	Deadline
57	<p>► York</p> <p>L Jackson informed the group that York have a new Medical Oncologist called Angela Derby whose special interest is gynaecology and discussions are in place about how to take chemotherapy back to York.</p> <p>Helen Hope was able to cover Lynne's last holiday, and there are discussions if she will be able to work Friday's to cover Lynne's day off.</p> <p>There is a new Gynaecologist starting soon who has a special interest in hysteroscopy.</p>	N/A	N/A
58	<p>► Bradford</p> <p>B Hurst updated the group on Bradford: continues to be busy, with ward staff shortages resulting in Beverly being required to work on the gynaecology ward.</p> <p>Bradford has appointed a business manager for women's services. Beverly continues to do the tracking which is time consuming but does now have a designated person to help.</p> <p>Involved in Peer Review and attending a Lead Nurses meeting on the 14th October.</p> <p>Also actively participating in YCN events in her capacity as Chair of the NSSG with a Chairs and Vice-Chairs meeting coming up on the 22nd October.</p>	N/A	N/A
12. Palliative Care Meeting			
Log No	Action	Lead(s)	Deadline
59	<p>C Parkinson informed the group that she recently attended the celebration of the joint working with Airedale and Bradford. They are looking for funding for the Hospices from the DoH jointly with the charities. Now increased number of patients in the Hospices with other life threatening illnesses than cancer. The discussion on patients taking their own lives is expected to become a hot topic of debate.</p>	N/A	N/A
13. Any Other Business			
Log No	Action	Lead(s)	Deadline
60	<p>A Craven discussed a Quality of Life questionnaire and the group agreed it could be useful.</p> <p>A Craven to speak to Leeds about a questionnaire.</p>	A Craven	05/01/2009

13. Any Other Business			
Log No	Action	Lead(s)	Deadline
61	<p>P Marsden attended a Macmillan Day on Friday 10th October about the Cancer Care course commencing in Leeds in November but running at venues country wide.</p> <p>The group agreed that the course would be ideal for nurses but is not advanced enough for CNS's, Macmillan would like more users to access the course as well as Volunteers and other Health Care professionals.</p> <p>P Marsden is also mentoring a MDT coordinator, support group leader and Band 6 CNS who have enrolled in the course, they are hoping this will lead to further study.</p> <p>All members of the group to circulate information on the Cancer Care course to their teams.</p>	All	N/A
62	<p>B Hurst, P Marsden, C Downes and A Craven will be attending the BGCS meeting in Liverpool in November.</p> <p>Feedback and relevant information to the Group members at the next meeting.</p>	B Hurst	05/01/2009

Date of Next Meeting(s)

Monday 5th January 2009 9:30 am
Airedale General Hospital

Tuesday 31st March 2009 9:30 am
TBC

Thursday 2nd July 2009 2:00 pm
St. James's University Hospital

Monday 12th October 2009 9:30 am
TBC [Time Out]