

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
63	The group discussed the Action Log from the last meeting and agreed changes. E Jehan to make changes.	E Jehan	30/01/09
3. Supportive & Palliative Care Guidance - update			
Log No	Action	Lead(s)	Deadline
64	J Toovey led the discussion on Supportive & Palliative Care Guidance. The implementation of the guidance has been extended to December 2009. There is a steering group led by J Toovey, along with members of the Lead Nurses Group and other interested parties. The main areas are Information, Holistic Assessment and training to meet the deadline to implement this. Each hospital has been asked to do a summary of where they are with implementation for J Toovey by February 2009.	N/A	N/A
4. Holistic Assessment			
Log No	Action	Lead(s)	Deadline
65	S Scales, Lead Nurse for Leeds Teaching Hospitals has been looking at putting the Holistic assessment onto PPM in headings so that as each hospital within the YCN gets PPM it will be an easy way of ensuring that wherever the patient is treated the assessment is available for all to see. The Group have expressed an interest in being a pilot once PPM is launched.	N/A	N/A
66	The Group discuss how the Holistic assessment is passed between hospitals as at the moment all use paper records, M Webb discussed photocopying information of patients going to Leeds which is time consuming, B Hurst showed the group a copy of the work done by Liverpool and how they see patients in a Nurse Led Clinic to do the Holistic assessment allowing one hour for each patient. P Marsden is to start a Nurse Led Clinic in March where this can be done but with a different assessment tool. J Toovey suggested that the group should look at how information is passed between each unit and the centre and audit how effective the process is. It was felt by the group that there needs to be some form of paper trigger to remind people of each patient and that it would be impossible to be completely paperless, at this time no one is planning even with PPM to not have some form of paper record. J Toovey asked the Group to keep her updated on the implementation of PPM, Bradford and Calderdale are to go ahead with it and it is compatible with System One which GP's and Palliative Care already use. J Toovey requested all members of the Group keep her updated on the implementation of PPM.	All	31.03.09

Gynaecology Nurses Group : Actions of the meeting held on Monday 5th January 2009 9:30am

5. MDT Update			
Log No	Action	Lead(s)	Deadline
67	W Gregory was not able to attend the meeting to discuss the MDT's. E Jehan to add to next meeting agenda.	E Jehan	10.03.09
6. Target Ovarian Group			
Log No	Action	Lead(s)	Deadline
68	A Craven advised the Group that she has been approached by Target Ovarian Cancer, a support group who are keen to do something in Leeds during Ovarian Cancer week in March. A Craven asked the Group for ideas on what could be done, the Group felt it would be difficult to arrange something that would encompass all of the YCN, and questioned if there are enough patients with ovarian cancer who would want to be involved. A Craven to meet with a representative from Target Ovarian Cancer on 23.01.09 and update the Group at the next meeting All members of the Group to forward any ideas directly to A Craven.	A Craven/All	31.03.09
7. Update from BGCS Meeting			
Log No	Action	Lead(s)	Deadline
69	P Marsden and B Hurst updated the Group on the BGCS meeting they attended in November. P Marsden advised the Group she felt it was an expensive way of spending time and that it was top heavy with ovarian information, B Hurst felt it was good value for money and she got a lot of valuable information. B Hurst advised the Group of the one day Spring meeting in Leicester in April which she and P Marsden are to attend, she also informed the Group that the next two day meeting is in November in Dublin. The Group discussed accessing funding for this, B Hurst reminded the Group that those who are Macmillan can apply to Macmillan for funding but this needs to be done a minimum of eight weeks prior to the meeting. B Hurst and P Marsden to update the Group after the Spring meeting in April.	B Hurst & P Marsden	01/07/09
8. Study Day Update			
Log No	Action	Lead(s)	Deadline
70	C Downes and P Marsden updated the Group on the YGONG Study Day taking place on Friday 5th June at the Briar Court Hotel, Huddersfield. The programme has been circulated to the Group and there has been a good response rate so far. All Reps have been organised and there is a promise of memory sticks for each delegate. P Marsden to arrange for the flyer to be circulated again, reminding people they need to register.	P Marsden	06.02.09

9. Clinical Supervision			
Log No	Action	Lead(s)	Deadline
71	<p>P Marsden asked the Group who is accessing Clinical Supervision as it is something she and B Hurst find useful, this can be with anyone of your choosing and would involve meeting approximately once a month for Peer Supervision, B Hurst and P Marsden would recommend that all members of the Group start this.</p> <p>All members of the Group to look into Clinical Supervision and update the Group on their progress at the next meeting.</p>	All	31.03.09
10. Implementation of the Information Pathways			
Log No	Action	Lead(s)	Deadline
72	<p>C Downes updated the Group on the implementation of the Information Pathways. The pathways are currently with J Archer, C Downes to liaise with J Archer and bring up to date pathways to next meeting.</p> <p>It is hoped that the Information Pathways will be implemented across the YCN by the end of 2009 and an electronic copy will be available on the YCN Information and Support website.</p> <p>At this time all units are providing information to patients, but the Group need to demonstrate how this is being done and what information is being given; this is a requirement of Peer Review.</p> <p>C Downes to liaise with J Archer and bring up to date Information Pathways to next meeting.</p>	C Downes	31.03.09
11. CNS cover for Radiotherapy Patients			
Log No	Action	Lead(s)	Deadline
73	<p>The Group discussed the arrangements for the support of patients having radiotherapy as this has changed recently. C Downes reported that she has discharge and referral criteria and can be contacted for advice on a patient if they are suffering any side effects at home.</p>	N/A	N/A
12. Any Other Business			
Log No	Action	Lead(s)	Deadline
74	<p>► Patient Experience Survey</p> <p>J Toovey discussed the Patient Experience Survey that has been devised by C Sloane, YCN User Facilitator and the YCN User Partnership Group. C Sloane is checking that this will encompass all aspects of Peer Review, there is some concern among the Group that the Survey is in three documents and patients will not complete all aspects.</p> <p>C Downes to invite C Sloane to the next meeting to discuss the Patient Experience Survey with the Group as action plans for each unit can be based on its outcomes.</p>	C Downes	06.02.09
75	<p>► Survivorship, Early Detection and Prevention</p> <p>J Toovey advised the Group about monies available from the YCN for interested parties to look at Survivorship, Early Detection and Prevention. Bids invited by the end of January and monies will be available from the end of February.</p> <p>All members of the Group to send any bids to J Toovey.</p>	All	30.01.09

12. Any Other Business			
Log No	Action	Lead(s)	Deadline
76	<p>► ACST</p> <p>The Group were reminded that all people giving significant news to patients must attend an Advanced Communications Skills Training course and should register their interest with Pauline Atha.</p> <p>Currently all members of the Group have either attended this course or are on the waiting list.</p> <p>All CNS's to encourage their clinicians to attend.</p>	All	28.02.09
77	<p>A Craven advised the Group about the possibility of chemotherapy being given at Wharfedale Hospital as a satellite unit to Leeds, any problems would be dealt with by Leeds. This is still being arranged but the Group agree it would be a good option for patients.</p>	N/A	N/A
78	<p>J Toovey advised the Group about the chemotherapy advisory group (NCPOD) audit. There is to be a complete revision of the chemotherapy measures after there were some patient deaths after having chemotherapy. This is being done on the recommendation of the NCAB.</p>	N/A	N/A
79	<p>B Hurst asked the Group to review the guidelines in the YCN Management of Gynaecological Cancers and report any changes to Dr Tim Perren or to B Hurst ASAP as it is hoped to discuss the guidelines at the Gynaecology NSSG on January 20th and the guidelines are over due for review.</p> <p>All members of the group to review the guidelines and send comments to Dr Tim Perren or B Hurst.</p>	All	20.01.09
80	<p>M Webb advised the Group that Gynaecological cancer services at Harrogate are currently under review.</p>	N/A	N/A
81	<p>P Marsden reported that Halifax has recently started an evening support group.</p>	N/A	N/A
82	<p>L Jackson reported that York is still without a Lead Cancer Nurse</p>	N/A	N/A
83	<p>R Wells reported that Mid Yorkshire are being Peer Reviewed on 9th March 2010, the Group offered their support as it is the first time R Wells has been through the process.</p> <p>R Wells also requested the Mid Yorkshire support group join the Leeds support group due to falling attendance, this was agreed.</p> <p>R Wells to circulate new joint Mid Yorkshire/Leeds support group information to all relevant colleagues and patients.</p>	R Wells	31.03.09
84		-	-

Date of Next Meeting(s)

Tuesday 31st March 2009 9:30am
St. James's University Hospital

Thursday 2nd July 2009 2:00pm
TBC

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