

Actions of the meeting held on
Tuesday 04 October 2011, 09:00

Yorkshire Cancer Network

Level 4, CRUK Meeting Room, Bexley Wing, St James's University Hospital, Beckett Street, Leeds, LS9 7TF

Present:

Mrs C Parkinson	Airedale NHS Foundation Trust
Mrs P Marsden	Calderdale and Huddersfield NHS Foundation Trust
Mrs M Webb	Harrogate and District NHS Foundation Trust
Ms R Bowman	Leeds Teaching Hospitals NHS Trust
Mrs A Craven (Chair)	
Ms K Clawson	Mid Yorkshire Hospitals NHS Trust

Apologies

Mrs B Hurst, Mrs L Jackson, Mrs M Wilde

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
20	The action log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
21	<p>► Radiotherapy Leaflet</p> <p>The Radiotherapy leaflet is currently being amended following feedback.</p> <p>To update the Group at the next meeting.</p>	R Bowman	TBC
22	<p>► Surgical Pre Assessment</p> <p>It was reported that currently there appears to be an issue with patients waiting a prolonged time on arriving in the department.</p> <p>To email Alison Craven with details of times/dates so this can be passed to the pre assessment team.</p>	All	Ongoing
23	<p>► Meeting Attendance</p> <p>Following the completion of a short meeting attendance questionnaire by all CNS it is clear that the preferred day and location for meeting is Tuesday mornings in Leeds.</p> <p>It was agreed that sending a deputy in place of a CNS would not be appropriate.</p>	N/A	N/A
4. Patient Information leaflets - review			
Log No	Action	Lead(s)	Deadline
24	<p>All Gynaecology Patient Information leaflets need reviewing following the move from Ward 92 to Ward 98.</p> <p>To inform Emma Jehan amendments.</p>	R Bowman	18/10/2011

4. Patient Information leaflets - review			
Log No	Action	Lead(s)	Deadline
25	To circulate the revised leaflets once finalised.	E Jehan	Ongoing
5. Patient Information pathways - review			
Log No	Action	Lead(s)	Deadline
26	The Group reviewed the Information Pathways. To send agreed changes to Emma Jehan.	A Craven	18/10/2011
27	To circulate revised Information Pathways and upload to the YCN website.	E Jehan	18/10/2011
6. Work Programme			
Log No	Action	Lead(s)	Deadline
28	To Work Programme was tabled and agreed. To send the final Work Programme to Emma Jehan.	C Parkinson	18/10/2011
29	To circulate the final Work Programme and upload to the YCN website.	E Jehan	18/10/2011
7. Annual Report 2010/11			
Log No	Action	Lead(s)	Deadline
30	The Annual Report was tabled and agreed. To circulate the final Annual Report and upload to the YCN website.	E Jehan	18/10/2011
8. Terms of Reference			
Log No	Action	Lead(s)	Deadline
31	The Terms of Reference was tabled, amendments made and agreed. To circulate the final Terms of Reference and upload to the YCN website.	E Jehan	18/10/2011
9. 2012 YGONG meetings			
Log No	Action	Lead(s)	Deadline
32	It was agreed that the Group will now meet 3 times per year including a Time Out. Improved leadership and regular communication between meetings to move projects forward will be essential. 2012 meeting dates were agreed as: • Tuesday 17th April 9am-1pm CRUK Meeting Room, Level 4, Bexley Wing • Tuesday 11th September 9am-1pm CRUK Meeting Room, Level 4, Bexley Wing To circulate meeting dates.	E Jehan	18/10/2011

10. NSSG Audit Education Event - October 2011			
Log No	Action	Lead(s)	Deadline
33	Concerns were raised regarding the lack of responses to the request circulated for audit presentations. To investigate further and review viability of the audit afternoon.	C Parkinson	Ongoing
11. 2012 YGONG Study Day			
Log No	Action	Lead(s)	Deadline
34	It was agreed to change the venue of the Study Day on an annual basis. To identify suitable venues and feedback to Alison Craven.	All	07/11/2011
35	The 2012 Study Day will be titled 'Survivorship'. To discuss the programme at the next meeting.	All	TBC
12. Any Other Business			
Log No	Action	Lead(s)	Deadline
36	Discussion took place regarding approaching local Units in reference to using signs and symptoms of recurrence cards, designed by Airedale, across the Network. To raise with local teams and feedback to Alison Craven.	All	18/10/2011
37	Some units have developed leaflets on Ascitic drainage, complex cysts and biopsy. To forward local examples to Alison Craven to discuss at the next meeting.	All	18/10/2011
38	Discussion took place regarding: <ul style="list-style-type: none"> • the support of patients between the units and the centre; • the different roles required in the units/centre by the CNS; and • where the centre CNS and unity CNS cross in the care of patients. <p>There was agreement that all the roles vary, as does the workload which necessitates different models of working. The Group are clear that the unit CNS should remain the key worker at all times. The centre CNS will provide crisis intervention for unit patients and will feedback to the unit CNS when a intervention has taken place or what actions are needed.</p> <p>To promote awareness within LTHT a list of the names and contact details of the unit CNSs will be circulated.</p> <p>To circulate list of unit CNSs.</p>	A Craven	18/10/2011
39	► Audits Discussion took place regarding the various audits being requested by the Network and local Trusts. It was agreed to review the supportive care audit to identify areas of good practice. To send results to Claire Parkinson for collation.	All / C Parkinson	Ongoing

12. Any Other Business			
Log No	Action	Lead(s)	Deadline
40	<p>► Video Conferencing</p> <p>There was a consensus that sound quality is poor.</p> <p>To discuss use of microphones with MDT Lead.</p>	A Craven	Ongoing
41	<p>► MDT</p> <p>Discussion took place regarding MDT running order. It was noted that the NSSG agreed running order is not being followed for a variety of reasons. This has led to unit members being unsure of when their cases will be discussed and makes time management difficult.</p> <p>To discuss with MDT Lead.</p>	A Craven	Ongoing
42	<p>► Locality Updates</p> <ul style="list-style-type: none"> • Mid Yorkshire have undergone Peer Review internal validation and received some positive comments. Concerns were raised regarding cross cover for MDT members. <p>Keely Clawson will be undertaking the Psychology CNS Programme beginning in October.</p> <p>A band 7 CNS post has recently been advertised, the deadline for applications was 30th September.</p> <ul style="list-style-type: none"> • Harrogate has recently undergone Peer Review internal validation and received some positive comments. <p>Marion Webb has been attending medical oncology clinics at St. James's to support her patients. This has proved to be valuable and has been beneficial in cementing her relationship with the wider team.</p> <ul style="list-style-type: none"> • Airedale has recently undergone Peer Review internal validation, an overall improvement was noted. Concerns were raised regarding fortnightly surgical clinics. • Calderdale & Huddersfield has recently undergone Peer Review internal validation where concerns were raised regarding clinical oncology input into the MDT. <p>The Trust are working with the Network Survivorship Programme to develop follow up for stage 1a endometrial patients.</p> <ul style="list-style-type: none"> • Leeds has recently undergone Peer Review internal validation and received a good report. Concerns were raised regarding the current surgical model and CNS provision. <p>Chemo/Radiotherapy patients will now be day case for Brachy therapy. A new pathway was discussed.</p> <p>To update the Group at the next meeting.</p>	All	TBC
43	To circulate the new pathway.	A Craven	18/10/2011

Date of Next Meeting(s)

To be confirmed