

**Actions of the meeting held on
Wednesday 29 April 2009, 10:00**

Humber and Yorkshire Coast Cancer Network

Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Yorkshire Cancer Network

Present:

Ms J Watson	Hull and East Yorkshire Hospitals NHS Trust
Ms S Liebersbach	Leeds Teaching Hospitals NHS Trust
Ms A McHugh (Chair)	
Mrs L Moor	
Mrs G Stewart	

Apologies

Ms D Barker, Ms K Bashir, Mrs K Beadle, Ms A Chatten, Mr J Cromack, Ms H Greenwood, Mrs H Johnson, Mrs J Lawn, Mr A Pattinson, Mrs J Toovey, Mrs L Wood

2. Action Log			
Log No	Action	Lead(s)	Deadline
1	The Action Log of the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 Collection of Safer Eating Guidelines			
Log No	Action	Lead(s)	Deadline
2	Lucy Carroll confirmed that Bradford, Leeds and Harrogate have collected the Safer Eating Guidelines. Other Trusts to collect the Safer Eating Guidelines from the YCN office.	All	01/06/2009
4. Information about your skin tunelled catheter - update			
Log No	Action	Lead(s)	Deadline
3	The Information on your skin tunelled catheter has been finalised and is with Medical Illustrations for formatting. To keep members updated on the progress of the publication of these guidelines.	J Archer	Ongoing

5. Implementation of patient information pathways			
Log No	Action	Lead(s)	Deadline
4	<p>An in depth group discussion took place regarding the implementation of the patient information pathways. Many colleagues felt that it would be beneficial to have the flow diagram that they had originally produced to laminate and put on the wall for their use. Suzanne Liebersbach agreed to send this to Lucy Carroll for formatting and circulating to members.</p> <p>Members felt that it was not practical to keep the patient information pathways in the patient notes as they do not always have access to them. It was agreed that the pathways could be kept in a separate file in alphabetical order.</p> <p>It was agreed to undertake a 6 month pilot (1st May 2009 - 1st November 2009). It was anticipated that LTHT, Bradford and Harrogate will undertake the pilot however noted that any Trust can participate.</p> <p>At the next meeting members agreed to revisit the implementation plan and develop an audit tool on the implementation process. It was suggested they hold an educational event to promote the pathways.</p> <p>To send the patient information flow diagram to Lucy Carroll for circulation to members.</p>	S Liebersbach	01/06/09
5	To commence the 6 month (1st May 09 - 1st Nov 09) patient information pathways implementation pilot.	All participating Trusts	01/11/2009
6	To revisit the implementation plan and develop an audit tool on the implementation process.	All	16/06/2009
6. YCN Follow-up Questionnaire			
Log No	Action	Lead(s)	Deadline
7	<p>Angela Millett reported that the Haematology Follow-up questionnaire has been sent to Haematology MDT Leads for completion by Friday 22nd May 2009.</p> <p>A response has been received from LTHT.</p> <p>Members to remind their MDT Leads to complete and return the questionnaire by 22nd May 2009.</p>	All	22/05/2009

7. Work Programme			
Log No	Action	Lead(s)	Deadline
8	<p>Members discussed and agreed that the following should be included in their Work Programme for 2009/11.</p> <ul style="list-style-type: none"> • To undertake a pilot on the implementation of the patient information pathways over a 6 month period. • To develop an audit tool for the implementation of the patient information pathways. • To hold a promotional event on the patient information pathways • To look at the priorities for the implementation of the Supportive and Palliative Care Guidelines • To develop an audit tool on holistic assessment • To take forward any relevant Network patient information. Infection information sheet. <p>To draft the Work Programme and circulate to the group for comments.</p>	L Carroll & M McHugh	16/06/2009
8. Any Other Business			
Log No	Action	Lead(s)	Deadline
9	To invite K Kozlowska to the next meeting to discuss the implementation of the Supportive and Palliative Care Guidance.	S Liebersbach	16/06/2009
10	To invite B Tate to the next meeting.	S Liebersbach	16/06/2009
11	<p>Members asked if Lucy Carroll could send a map clarifying which Trusts are included in the YCN and HYCCN.</p> <p>To circulate a map with the Action Log.</p>	L Carroll	18/06/2009
12	<p>Members agreed that 2 hour meetings were too short to take projects forward. It was suggested they change the meeting times to 10.00 - 4.00pm. A discussion also took place on attendance at the meetings/membership and how changing the venue may improve attendance from the HYCCN.</p> <p>Lucy Carroll reported that the support of the Haematology NSSG and Nurses Group is to be handed over to the HYCCN. Lucy Carroll is meeting with colleagues from the HYCCN on the 30th April and will raise the above issues.</p> <p>To keep members informed on the handover and how this may impact on the group.</p>	L Carroll	18/05/2009

Date of Next Meeting(s)

Tuesday 16th June 2009 10:00am
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Thursday 10th September 2009 10:00am
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 11th November 2009 10:00am
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Thursday 17th December 2009 10:00am
Fewston Meeting Room, 1st Floor, Fewston Wing, Harrogate District Hospital