

Actions of the meeting held on
Tuesday 01 May 2007, 13:30

Yorkshire Cancer Network

YCRN Conference Room 2, Ida Nurses Home, Cookridge Hospital

Present:

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| Ms I Cliffe | Bradford Teaching Hospitals NHS Foundation Trust |
| Ms M Beaumont | Calderdale and Huddersfield NHS Foundation Trust |
| Ms V Hansen | |
| Ms G Jolly | |
| Ms J Denham | Harrogate and District NHS Foundation Trust |
| Ms S Cameron | Leeds Teaching Hospitals NHS Trust |
| Ms N Corfield | Mid Yorkshire Hospitals NHS Trust |
| Dr A Dew | |
| Ms B Davis (Chair) | York Hospitals NHS Foundation Trust |
| Ms P Henshaw | |
| Mrs R Wallace | |
| Mrs H Ryan | Yorkshire Cancer Network |
| Mrs J Toovey | |

1. Apologies

Ms H Chadwick, Ms L Copeland, Ms S Cost, Ms C Farrell, Ms T Feber, Ms J Hoole, Ms K Stocks

| 4. Terms of Reference | | | |
|---|--|---------|---------------------------|
| Log No | Action | Lead(s) | Deadline |
| 1 | The draft Terms of Reference were circulated to the group for comment prior to the meeting. Final amendments to be sent to Becky Davis by Friday 11th May. | All | 11/05/2007 |
| 5. Vice Chair | | | |
| Log No | Action | Lead(s) | Deadline |
| 2 | No nominations for Vice Chair had been received from the AHP members of the group mainly due to time constraints. To agree a way forward at the next meeting when all of the CNS's are present. | B Davis | Next meeting (18/10/2007) |
| 6. Cancer Nursing Vision & Action Plan | | | |
| Log No | Action | Lead(s) | Deadline |
| 3 | The YCN Cancer Nursing Vision and Action Plan 2006-09 was presented to the group by June Toovey. The Cancer Nursing Vision and Action Plan has been produced by the Network Lead Cancer Nurses and agreed by the Nurse Directors across the Network and the Network Board. The document sets out the main areas of work for cancer nursing across the Network over the next 3 years. The group agreed to use the document to inform their work plan. | B Davis | Review (18/09/2007) |

| 7. Gastrostomy Meeting Feedback - 26/03/2007 | | | |
|---|---|-----------|---------------------------|
| Log No | Action | Lead(s) | Deadline |
| 4 | <p>Sarah Cameron fed back to the group from the last meeting of the enteral feeding guidance working party for head and neck cancer which took place on 26th March 2007.</p> <p>Sarah Cameron encouraged representation from Speech and Language Therapy (SALT) to contribute to the Network enteral feeding guidelines. Gill Jolly will be representing SALT at the next meeting.</p> <p>To circulate minutes, terms of reference and roles and responsibilities of the enteral feeding guidance working party to the group.</p> | H Ryan | May 2007 |
| 8. Peer Review | | | |
| Log No | Action | Lead(s) | Deadline |
| 5 | <p>The Network Peer Review Visit of Head and Neck Cancer Services will take place on Tuesday 26th June 2007, 1.30 - 3.00pm at Weetwood Hall, Leeds.</p> <p>Core members of the YCN Head and Neck Group have been invited to participate in the visit. Dietetic and SALT representatives are also required to ensure the main areas of review are addressed.</p> <p>Sarah Cameron agreed to attend the visit as the dietetic representative.</p> <p>To send Sarah Cameron details of the Network Peer Review visit.</p> | H Ryan | 04/05/2007 |
| 6 | To inform Helen Ryan of representative from SALT to attend the Network Peer Review visit. | SALT's | 11/05/2007 |
| 8.1. Rehabilitation Plan - 2i-131 | | | |
| Log No | Action | Lead(s) | Deadline |
| 7 | To re-circulate copy of the rehabilitation plan to the group. | H Ryan | May 2007 |
| 9.1. SALT | | | |
| Log No | Action | Lead(s) | Deadline |
| 8 | <p>SALTs are proposing to collect data from patients pre and post treatment using an adapted version of the FIGS (Functional Intraoral Glasgow Scale). This focuses on speech, swallowing and quality of life and could be rolled out as a Network study.</p> <p>Wakefield SALT is carrying out an audit on reflux in head and neck patients which could be presented at a future meeting.</p> | SALTs | Review (18/09/2007) |
| 9 | To liaise with SALTs regarding organisation of split SALT session and YCN Head and Neck Specialist Group meetings. | B Davis | May 2007 |
| 9.2. Dietetics | | | |
| Log No | Action | Lead(s) | Deadline |
| 10 | <p>The group are carrying out an audit of 'Enteral feeding routes, length of feeding and nutritional status of adult head and neck cancer patients.' The audit has required input from dietitians across the YCN and includes patients from 2004 & 2005.</p> <p>To update the group at the next meeting.</p> | S Cameron | Next meeting (18/10/2007) |

Head and Neck Specialists Group : Actions of the meeting held on Tuesday 1st May 2007 1:30 pm

| 9.3. CNS's | | | |
|---|---|---------|---------------------------|
| Log No | Action | Lead(s) | Deadline |
| 11 | Michelle Beaumont has started her post as Head and Neck CNS in Calderdale and Huddersfield NHS Trust. To update membership of the group and forward head and neck CNS and AHP service provision and gap analysis to Michelle Beaumont. | H Ryan | May 2007 |
| 10. Supportive Care Pathway Development | | | |
| Log No | Action | Lead(s) | Deadline |
| 12 | To arrange a sub-group meeting including June Toovey, Tricia Feber, Sarah Cost, Isla Cliffe, Becky Davis and Sarah Cameron to take forward the work on developing a supportive care and patient information pathway across the YCN. | H Ryan | July 2007 |
| 11. Group Objectives for the Next Year | | | |
| Log No | Action | Lead(s) | Deadline |
| 13 | To circulate work plan template to the group for discussion at the next meeting. | B Davis | Next meeting (18/09/2007) |
| 13. Feedback from Local, Network and National Groups | | | |
| Log No | Action | Lead(s) | Deadline |
| 14 | Advanced Communication Skills Courses As part of a national initiative, via the Cancer Action Team, for advanced communication skills training, the Network is delivering a series of 'Advanced Communication Skills' 3 day training programme for senior cancer clinicians e.g. clinical nurse specialists, medical consultants/ SpR's, clinical psychologists and specialist allied health professionals. The programme is multi professional and is to be delivered according to the Maguire Manchester model communication skills training. To circulate to the group information on the Maguire Model of Advanced Communication Skill training. | H Ryan | May 2007 |

Date of Next Meeting(s)

Tuesday 18th September 2007 1:30 pm
YCRN Conference Room 2, Ida Nurses Home, Cookridge Hospital

Tuesday 4th December 2007 1:30 pm
YCRN Conference Room 2, Ida Nurses Home, Cookridge Hospital