

**Actions of the meeting held on  
Tuesday 05 May 2009, 13:30**

**Yorkshire Cancer Network**

**Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital**

**Present:**

Ms M Beaumont	Calderdale and Huddersfield NHS Foundation Trust
Ms V Hansen	
Miss P Adam (Chair)	Leeds Teaching Hospitals NHS Trust
Ms S Cameron	
Ms A Coates	
Ms N Corfield	Mid Yorkshire Hospitals NHS Trust
Ms C Farrell	
Ms J Hoole	
Mrs M Dailey	User Partnership Group
Mr R Dailey	
Ms P Henshaw	York Hospitals NHS Foundation Trust
Mrs B Machin	

**Apologies**

Ms H Chadwick, Mrs I Cliffe, Ms S Cost, Dr A Dew, Ms M Fitzgerald, Ms G Jolly, Mrs M Mahony, Mrs L Taylor, Mrs J Toovey, Ms N Verity

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
1	Was agreed as being an accurate record.	N/A	N/A
<b>4. Supportive and Rehabilitation Pathway</b>			
Log No	Action	Lead(s)	Deadline
2	The group discussed and amended the supportive and rehabilitation pathway.  To collate all the information for the draft pathway from the discussion.	P Adam & M Beaumont	May 2009
3	To circulate the draft pathway to the group with the action log for comment.	H Ryan	05/06/2009
4	To inform P Adam of any changes, queries or concerns regarding the pathway by the end of June.	All	30/06/2009
5	To present the draft pathway at the YCN Head and Neck Service Improvement and NSSG meeting on 11th June 2009.	P Adam	11/06/2009
6	To carry out a gap analysis of the YCN against the agreed rehabilitation and supportive care pathway.	All	Next meeting (08/09/2009)
7	To agree specialist assessments to be used pre and post treatment for the appendix of the pathway (CNS, SALT and Dietitian).	All	Next meeting (08/09/2009)

<b>5. Patient Information Pathway</b>			
Log No	Action	Lead(s)	Deadline
8	<p>The patient information pathway was discussed by the group.</p> <p>The group queried how the information pathway will be used and who's responsibility it will be to ensure the information has been offered.</p> <p>Post meeting note: Jane Archer confirmed that anyone will have access to the patient information pathway. They will be on the YCN website once the resource database has been populated and upload has occurred, hopefully by the end of July 2009.</p> <p>The pathway may be used in a number of ways and it is up to the NSSG/ Nurses Group to develop an implementation plan for them. The Network are working on some guidelines to help people to develop their implementation plans.</p> <p>To circulate the draft pathway to the group with the action log for comment.</p>	H Ryan	05/06/2009
9	To inform P Adam of any changes, queries or concerns regarding the pathway by the end of June.	All	30/06/2009
<b>6. Training, Recruitment and Retention of Specialist Staff</b>			
Log No	Action	Lead(s)	Deadline
10	<p>P Henshaw wished to open discussion about recruitment and retention to H&amp;N Specialist SLT posts across YCN.</p> <p>What current and forthcoming vacancies are there?</p> <p>Why are these posts vacant (e.g.. Newly funded; maternity leave; etc) Have there been difficulties recruiting to posts?</p> <p>Have there been difficulties recruiting locum cover?</p> <p>Could a case be made for a YCN 'floating' H&amp;N SLT post (e.g.. to cover for maternity leave; to augment local services in support of development work).</p> <p>What training needs are there for: SLTs newly appointed to specialist H&amp;N posts; more established SLTs?</p> <p>Is there a need for H&amp;N SLT induction and development training across YCN?</p> <p>Is there a need for Masters level specialist modules in H&amp;N (perhaps validated by LMU)?</p> <p>Are there similar issues across nursing and other AHPs ?</p> <p>To feedback comments to P Henshaw.</p>	All	On-going

**Date of Next Meeting(s)**

Tuesday 8th September 2009 1:30pm  
Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 8th December 2009 1:30pm  
Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital