

Actions of the meeting held on
Thursday 12 March 2009, 10:00

Yorkshire Cancer Network

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

Mr A Henry	Airedale NHS Trust
Ms A Procter	Bradford Teaching Hospitals NHS Foundation Trust
Ms T Wilcocks	
Ms B Hallam	Leeds Teaching Hospitals NHS Trust
Ms N Hawkshaw	
Ms S Wild	
Mrs S Lloyd	Mid Yorkshire Hospitals NHS Trust
Ms L Verity	
Mrs J Toovey	Yorkshire Cancer Network

Apologies

Mrs H Hey, Mrs M Jennings, Ms W Markey

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	The Group made formal introductions and welcomed two new members; Sue Lloyd, CNS from Mid Yorkshire and Beth Hallam, Dietician at St. James's.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
2	As the Group had not met for some time there was no Action Log to agree.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
3	<p>A verbal summary of the Groups past work was given:</p> <ul style="list-style-type: none"> • It was previously agreed that the Upper GI & HPB Nurses would meet every three months, with one meeting being specifically for Upper GI and the next specifically HPB so each would meet every six months. • The Group agreed to split in to two different Groups, with this Group being known as HPB Specialists Sub Group • It was acknowledged that due to work load commitments the Group had not met formally, however work had progressed, the Group agreed that as they are now meeting twice yearly work streams are likely to develop outside of the meetings. <p>E Jehan to add new Group to the YCN database; HPB Specialists.</p>	E Jehan	31.03.09
4	<p>T Wilcocks and S Wild tabled a new members information pack they had produced.</p> <p>All members of the Group to send comments on the information pack to E Jehan (networkofficer@ycn.nhs.uk), to be discussed at the next meeting.</p>	All	31.03.09

3. Matters arising			
Log No	Action	Lead(s)	Deadline
5	<p>The Group agreed it would be useful to have each others contact details.</p> <p>All members of the group to email E Jehan (networkofficer@ycn.nhs.uk with their up to date contact details and E Jehan to circulate updated membership list to the Group.</p>	All/E Jehan	31.03.09
4. Review of Terms of Reference			
Log No	Action	Lead(s)	Deadline
6	<p>Terms of Reference (ToR) were tabled and discussed, the Group agreed that membership should extend to include Specialist Dieticians and that the name should change to HPB Specialists Sub Group, this would encompass the change to membership and that the Group will address HPB issues.</p> <p>T Wilcocks to make changes to ToR.</p>	T Wilcocks	09.04.09
7	<p>T Wilcocks to write to Helen Mullan, Palliative Care link to the Group, to explain the changes and invite her to the next meeting.</p>	T Wilcocks	09.04.09
5. Supportive Care Pathway			
Log No	Action	Lead(s)	Deadline
8	<p>A Henry tabled the Pancreatic Supportive Care Pathway (produced by A Henry and W Markey).</p> <p>Suggestions were made regarding adding radiotherapy as a treatment modality and discussing End of Life care and community referral earlier in the pathway.</p> <p>J Toovey suggested combining the clinical and supportive care pathways to produce one whole pathway, the group agreed to consider this.</p> <p>A Henry to discuss the combination of the supportive care and clinical pathways at the next Pancreatic NSSG on 28.04.09</p>	A Henry	28.04.09
9	<p>A Henry to link with YCN and Dieticians to produce a draft combined pathway.</p>	A Henry	Ongoing
6. User involvement and patient information in pancreatic cancer services			
Log No	Action	Lead(s)	Deadline
10	<p>A Henry presented the Information Prescription that has been produced by S Wild and A Henry.</p> <p>N Hawkshaw to look at the Information Prescription and consider if any additional information from the Specialist Centre needs adding, to be discussed at the next meeting.</p>	N Hawkshaw	30.04.09
7. Educational event 20.03.09			
Log No	Action	Lead(s)	Deadline
11	<p>The Group discussed the Educational Event on 20.03.09, all members are aware of the event and those that are able to attend have registered.</p> <p>All members of the Group to promote the Educational Event within their departments.</p>	All	20.03.09

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8. Work plan 2009			
Log No	Action	Lead(s)	Deadline
12	<p>The YCN work plan template was tabled and discussed. The Group agreed a three year work plan needs to be produced, to encompass elements of the Lead Nurses the Pancreatic NSSG work plans.</p> <p>The group agreed to explore the development of hepato-biliary pathways at a later date. This will be included in the work plan.</p> <p>T Wilcocks to produce the first draft of the Groups work plan and send to E Jehan for circulation to the Group for comments.</p>	T Wilcocks	30.04.09
9. Feedback from Local Upper GI Nurses Meetings			
Log No	Action	Lead(s)	Deadline
13	Local Groups fed back.	N/A	N/A
10. Any Other Business			
Log No	Action	Lead(s)	Deadline
14	N Hawkshaw to contact F Stephenson to clarify position of Peer Review Pancreatic Services.	N Hawkshaw	31.03.09
15	<p>J Toovey suggested linking into the YCN User Involvement Questionnaire, the Group expressed a concern regarding the length of the questionnaire and if it was appropriate for patient group.</p> <p>A Henry to explore options for Service User input.</p>	A Henry	Ongoing

Date of Next Meeting(s)

Thursday 24th September 2009 10:00am
Conference Room, Field House, Bradford Royal Infirmary