

Actions of the meeting held on
Thursday 24 September 2009, 10:00

Yorkshire Cancer Network

Conference Room, Field House, Bradford Royal Infirmary

Present:

Mr A Henry	Airedale NHS Trust
Ms T Wilcocks	Bradford Teaching Hospitals NHS Foundation Trust
Ms N Hawkshaw	Leeds Teaching Hospitals NHS Trust
Ms L Verity	Mid Yorkshire Hospitals NHS Trust

Apologies

Sister P Byrne, Ms B Hallam, Mrs M Jennings, Mrs S Lloyd, Ms W Markey, Ms A Procter, Mrs J Toovey

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	Tracey Wilcocks welcomed the Group to the Group and introductions were made. The Group welcomed new member Anna Fletcher, Rotational Specialist Dietician at Bradford. Emma Jehan to add Anna Fletcher to the Group membership.	E Jehan	08.10.2009
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
2	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
3	The Group discussed the current meeting format, it was agreed that work needed to progress outside of the 6 monthly meetings, Tracey Wilcocks suggested 3 monthly telephone conferences to progress work streams and review action points. Tracey Wilcocks to schedule first teleconference for December and distribute information to the Group on how to set them up in the future.	T Wilcocks	08.10.2009
4	► New Members Information Anna Fletcher informed the Group that she found the New Members document very useful. Aidan Henry and Noreen Hawkshaw reported that this document was acknowledged as good practice at the recent Peer Review Internal Validation meeting. The Group amended their contact details which are to be included in the document. Emma Jehan to amend the contact details in the document and add to the YCN website.	E Jehan	08.10.2009

4. Terms of Reference			
Log No	Action	Lead(s)	Deadline
5	Tracey Wilcocks informed the Group that the ToR is now finalised and available on the YCN website however changes need to be made. Emma Jehan to make changes to the ToR.	E Jehan	08.10.2009
5. Work Plan			
Log No	Action	Lead(s)	Deadline
6	Aidan Henry and Noreen Hawkshaw reported that at the Peer Review Internal Validation meeting it was suggested that the Outcomes and Leads columns of the Work Programme should be completed. The Group added this information to the Work Programme at the meeting. Tracey Wilcocks to send amended Work Programme to Emma Jehan.	T Wilcocks	08.10.2009
7	Emma Jehan to add the amended Work Programme to the YCN website.	E Jehan	08.10.2009
6. Palliative Care Links			
Log No	Action	Lead(s)	Deadline
8	Tracey Wilcocks informed the Group that there is no longer an established Palliative Care link for the Group. Charlotte Rock, Chair of the Sub Regional Palliative & End of Life Care Group has written to all Group Chairs to advise if Palliative Care input into the Group is required then they can be approached to attend a meeting.	N/A	N/A
7. Supportive Care Pathway			
Log No	Action	Lead(s)	Deadline
9	This item was not discussed as Aidan Henry wants to discuss the possibility of a combined pathway with the Pancreatic NSSG on 12th November and needs to discuss further with the Dietetic team. Emma Jehan to add to the next meeting agenda.	E Jehan	08.10.2009
8. User involvement and patient information in pancreatic cancer services			
Log No	Action	Lead(s)	Deadline
10	The Group agreed that gaining User input is difficult in this cancer site but is very important. Noreen Hawkshaw reported that Pancreatic UK are holding a conference at St. James's in late October, it was suggested it would be a good idea for the Group to have an idea of their patients experience prior to then. The Group discussed holding a focus group in early October, it was suggested that each Trust should invite 2 current patients and members of the Group would act as facilitators. Tracey Wilcocks to contact Emma Jehan regarding the focus group. Addendum: Following the meeting it has been brought to the Groups attention that ethical approval is required for a focus group. This will be discussed further at the next meeting.	T Wilcocks	02.10.2009

9. Information Pathways			
Log No	Action	Lead(s)	Deadline
11	<p>The Group agreed that completing the Information Pathways was a great achievement.</p> <p>Aidan Henry reported he is currently using the pathway and filing in medical notes.</p> <p>Tracey Wilcocks reported she is waiting for feedback from the local user partnership group.</p> <p>The Group discussed the eventual use of the Information Pathway, as all members of the Group will have access to PPM it was agreed this would be the best place for the document to sit.</p>	N/A	N/A
10. Feedback from Locality			
Log No	Action	Lead(s)	Deadline
12	<p>► Leeds</p> <p>Leeds are currently advertising for one whole time HPB CNS.</p> <p>► Bradford</p> <p>Interviews for a Lead Upper GI Nurse are being held on 24.09.2009, if an internal candidate is successful then a further band 7 post will be advertised.</p> <p>Hannah Roberts, Specialist Dietician has now left the Trust and this post has changed, this will now be a rotational post. It is hoped that for continuity, post holders will continue to attend meetings.</p> <p>► Yorks</p> <p>Kirsty Morton has recently been appointed as a full time CNS.</p> <p>► Calderdale & Huddersfield</p> <p>A business case has been put together for a part time band 6 CNS.</p> <p>All localities to continue to regularly feedback to the Group.</p>	All	Ongoing
11. Any Other Business			
Log No	Action	Lead(s)	Deadline
13	<p>► PANDORA</p> <p>June Toovey, YCN Nurse Director had been invited to the meeting to discuss PANDORA but was unable to attend due to prior commitments.</p> <p>Tracey Wilcocks gave a brief overview of PANDORA and it was agreed to invite June Toovey to the Upper GI Specialists meeting on 19th November, along with members of the HPB Specialists Group, to discuss further.</p> <p>Tracey Wilcocks reported that she has fed back to the Network the number of PANDORA log on ID's required.</p> <p>Tracey Wilcocks to invite June Toovey to the Upper GI Specialists meeting on 19.11.2009</p>	T Wilcocks	08.10.2009

Date of Next Meeting(s)

Thursday 11th February 2010 10:00am
Dewsbury & District Hospital