

**Present:**

Mrs A Blackburn	Calderdale and Huddersfield NHS Foundation Trust
Dr P Chang	Leeds Teaching Hospitals NHS Trust
Ms K Evans (Chair)	
Ms A Franklin	
Ms H Hall	
Mrs K Metcalfe	Marie Curie Centre Bradford
Mr E Boyd	York Hospitals NHS Trust
Ms S Holmes	
Mrs J Speak	
Ms C Sheard	Yorkshire Cancer Network
Ms F Stephenson	

**1. Apologies**

Ms K Harris, Mr P Melling, Ms A Quinn, Ms G Smith, Ms J Steadman, Ms S Waller

<b>4. Appointment of Vice-Chair</b>			
Log No	Action	Lead(s)	Deadline
1	<p>Following the introduction of Katrina Evans as the new Chair the group were asked to nominate a member of the group to be the Vice Chair.</p> <p>Initially there will only be meetings twice a year and Vice Chair will be in post for two years.</p> <p>Nomination form for Vice Chair to be circulated with Action Log.</p>	C Sheard	05.04.2007
<b>5. Membership Update</b>			
Log No	Action	Lead(s)	Deadline
2	<p>Ms Stephenson spoke about the difficulties encountered with keeping up-to-date with the changes of MDT Co-ordinators. There is a need to update our database and an email has been sent to the Lead Managers. If the database is kept up-to-date then the information could be shared with the group members.</p> <p>There is a key contact list which is circulated amongst MDT members which is updated on a regular basis. It would be useful to have a copy of this list to update the database.</p> <p>It was agreed that Ms Stephenson would liaise with Mr Melling to discuss how to keep the database updated.</p>	F Stephenson / C Sheard	23.04.2007
<b>6. Professional Development</b>			
Log No	Action	Lead(s)	Deadline
3	<p>Mrs Evans gave an update on the induction and training available for new MDT Co-ordinators and this was discussed with the group.</p> <p>There are induction packs being used by various Trusts.</p> <p>Members to send copies of their Trust Induction Pack to Mrs Evans for review.</p>	All	04.06.2007

**MDT Co-ordinators Group : Actions of the meeting held on Wednesday 7th March 2007 1:00 pm**

<b>6. Professional Development</b>			
Log No	Action	Lead(s)	Deadline
4	Mid-Yorkshire Trust, in collaboration with the Service Improvement Team, run a training course and produce a pack.  Mrs Stephenson to obtain a copy of the programme and training pack.	F Stephenson	04.06.2007
<b>7. Feedback from National Event/Developments</b>			
Log No	Action	Lead(s)	Deadline
5	Ms Stephenson gave feedback from the National Event. She discussed the implementation of a YCN MDT one day training course.  A questionnaire is to be sent out to Lead Managers asking what training is available within their Trust.	F Stephenson / C Sheard	04.06.2007
6	It was agreed to explore the idea of putting together a folder with information on Cancer Waiting Times, the Cancer Plan and Oncology etc.  The group to think about what they would like to learn at a one day training course and feedback at the next meeting.	All	30.10.2007
7	Ms Stephenson and Mrs Evans to meet prior to the next meeting to draft a training pack/folder.  To put on next agenda.	F Stephenson / K Evans / C Sheard	25.06.2007
8	7.1 Dealing with Difficult People & Communication Skills  Mr Walton has been looking at holding a three day course on dealing with difficult people and communication skills.  Ms Stephenson to approach Mr Walton with regard to holding a half day course on communication skills.	F Stephenson / D Walton	14.05.2007
9	7.1 Dealing with Difficult People & Communication Skills  Pfizer have held an event in the South of the country and Ms Stephenson is to approach Pfizer with a view to holding an event in Yorkshire.  To feedback at next meeting.	F Stephenson	21.05.2007
10	Ms Blackburn gave a short report on the event and agreed to email Ms Sheard a copy of the leaflet from the National Event for distribution to group members.	A Blackburn / C Sheard	04.06.2007

**Date of Next Meeting(s)**

Tuesday 30th October 2007 1:00 pm  
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital