

**Actions of the meeting held on
Tuesday 21 October 2008, 10:00**

Yorkshire Cancer Network

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

Present:

Mr J Monk	Bradford Teaching Hospitals NHS Foundation Trust
Ms K Lancaster	Calderdale and Huddersfield NHS Foundation Trust
Ms S Wimpenny	
Miss T Birkby	Leeds Teaching Hospitals NHS Trust
Ms E Dyer	
Ms K Evans (Chair)	
Ms R Hoban	
Ms J Hoddell	
Mrs K French	Mid Yorkshire Hospitals NHS Trust
Mrs S Maw	
Ms B Watson	
Ms S Holmes	York Hospitals NHS Foundation Trust
Ms L Watson	
Mrs C Irving	Yorkshire Cancer Network
Mr P Melling	
Ms F Stephenson	

Apologies

Ms E Bi, Ms M Bitcon, Mr E Boyd, Ms P Coggill, Ms S Downing, Mrs A Franklin, Ms H Hall, Mrs K Harris, Mrs A Quinn, Mr G Thompson, Ms A Varley

1. Welcome, Introduction and Apologies			
Log No	Action	Lead(s)	Deadline
1	Ms Evans welcomed the group and around the table introductions were made.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
2	The action log from the last meeting was agreed as a true record.	N/A	N/A
3	► Membership Mr Melling is to circulate the most recent grid of MDT membership.	P Melling	07/11/2008
4. Going further on cancer waits - Locality plans			
Log No	Action	Lead(s)	Deadline
4	Mr Melling gave a presentation on going further on cancer waits and a group discussion followed on the practicalities of implementation. Mrs Irving to circulate the presentation and a summary document 'a quick guide for MDTs with the action log.	C Irving	07/11/2008
5	Mr Melling to post the Going Further on Cancer Waits workshop onto the YCN web.	P Melling	28/11/2008

4. Going further on cancer waits - Locality plans			
Log No	Action	Lead(s)	Deadline
6	Mr Melling offered to assist teams with any individual training or support requirements.	P Melling	Ongoing
5. Developing network pathways			
5.1 Supportive care pathway - links to MDT Co-ordinator roles			
Log No	Action	Lead(s)	Deadline
7	<p>Ms Stephenson tabled the YCN Supportive Care Pathway and the Key Worker Role Description and informed the group that these have been produced following the publication of the NICE Supportive and Palliative Care Guidance.</p> <p>Members were encouraged to look thoroughly through the documents to identify the implications for their roles once they are fully implemented.</p> <p>Members to email any comments to Ms Stephenson at fiona.stephenson@ycn.nhs.uk or 01423 555 735 before Tuesday 18th November 2008.</p>	All	18/11/2008
8	Mrs Irving to circulate the YCN Supportive Care Pathway and the Key Worker Role Description with the action log.	C Irving	07/11/2008
6. MDT Taskforce			
Log No	Action	Lead(s)	Deadline
9	<p>Mrs Evans tabled a document detailing the purpose of the MDT Taskforce and details of the next annual conference. Members were encouraged to consider what would be the best ways of connecting with them. It was suggested that a Network Representative could be nominated to attend the forum with any issues that require National influence.</p> <p>Ms Stephenson offered Network support to any individual who wanted to take advantage of this opportunity.</p> <p>Members wishing to register a nomination for this post are to contact Ms Stephenson at fiona.stephenson@ycn.nhs.uk or on 01423 555 735 before Tuesday 18th November 2008.</p>	All	18/11/2008
7. Training and induction			
Log No	Action	Lead(s)	Deadline
10	<p>Ms Evans asked members to clarify each localities current situation on MDT induction packs and education programmes. It was established that Mid Yorkshire and Leeds have an induction pack.</p> <p>Ms Stephenson offered to re-circulate the Mid Yorkshire induction pack to each Lead Manager, encouraging them to adopt the package for their trust.</p> <p>Ms Stephenson to re-circulate the Mid Yorkshire induction pack and to report back to the group on any developments.</p>	F Stephenson	Next Meeting
11	<p>Members discussed the possibility of running educational days. Members discussed forming a small working group of half a dozen to meet prior to Christmas to discuss training possibilities.</p> <p>Members to consider areas of training that would be useful and email these ideas to clair.irving@ycn.nhs.uk along with volunteers from Bradford and Mid Yorkshire to attend a training meeting before Friday 14th November 2008.</p>	All	14/11/2008

7. Training and induction			
Log No	Action	Lead(s)	Deadline
12	Mrs Irving to book a meeting before Christmas for nominated representatives to discuss training possibilities.	C Irivng	21/11/2008

Date of Next Meeting

To be scheduled