

Present:

Mrs S Ebbage	Harrogate and District NHS Foundation Trust
Ms S Walker	Mid Yorkshire Hospitals NHS Trust
Ms V Taylor	University of Bradford
Mrs C Miller	York Hospitals NHS Foundation Trust
Miss P Atha	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

1. Apologies

Ms J Duerden, Ms B Marks, Ms L McDonald, Ms P Middlebrook, Ms S Scales

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	Ms Sue Ebbage was welcomed to the Group in her secondment role as Acting Lead Nurse for Harrogate. To forward membership list with contact details of the group to Sue Ebbage.	P Atha	22/06/2007
4. Review of NMC document			
Log No	Action	Lead(s)	Deadline
2	The NMC has developed standards to support learning and assessment in practice that have outcomes for mentors, practice teachers and teachers. Ms Taylor obtained a copy of the booklet and gave an overview of the mandatory requirements for each part of the register (see Foreword in booklet which is available on their website at: http://www.nmc-uk.org/aFrameDisplay.aspx?DocumentID=2446) Vanessa Taylor agreed to produce a document in order that the group can look at the standards in terms of what it means for cancer across the network.	V Taylor	18/09/2007
5.1. Sustaining ACST across the Network			
Log No	Action	Lead(s)	Deadline
3	June Toovey announced that a decision to amalgamate the 3 models into one model has been agreed nationally. The new model will not be residential and will mean the use of actors and video instead of audio for the role playing. There are currently 2 trained facilitators; 1 York and 1 Mid Yorkshire. People have been put forward to become trained facilitators from Leeds (2), Harrogate (2) & Bradford University (1). Trusts may be required to fund the training of their facilitators as national money is not available. The group agreed that we need to commence training facilitator's on the new national model. Susan Walker agreed to make enquiries at Mid Yorkshire for anyone interested in becoming a facilitator.	S Walker	Review 19/09/2007

Lead Nurses Group : Actions of the meeting held on Wednesday 20th June 2007 10:00 am

5.1. Sustaining ACST across the Network			
Log No	Action	Lead(s)	Deadline
4	Group need to explore companies who provide actors for training purposes. Suggestions offered were Cragrats; Foxtrot. Members to send contact details of known companies to June Toovey.	All	Review 19/09/2007
5	To contact the Maguire and Wilkinson units to enquire about the training of actors for use in the course.	J Toovey	Review 19/09/2007
6	Vanessa Taylor to provide David Stretfield from Bradford University with the training dates for 2007-2008 recently circulated in preparation of becoming a facilitator for the Network.	V Taylor	30/06/2007
7	To speak with Huddersfield University with regard to training lecturers in delivering the course and facilitating on behalf of the Network.	J Toovey	Review 19/09/2007
6. CNS role discussion paper			
Log No	Action	Lead(s)	Deadline
8	June Toovey tabled a summary paper produced for the Nurse Director's forum at the National Network Development Conference held on 7th June 2007 in relation to the nursing contribution to the Cancer Reform Strategy. To circulate summary paper with Action Log	P Atha	29/06/2007
7. Vision and Action Plan			
Log No	Action	Lead(s)	Deadline
9	June Toovey confirmed that timescales have now been added to the Vision and Action Plan and tabled the updated document. Members were asked for agreement or to comment on the deadlines. To circulate the updated document with the Action Log	P Atha	29/06/2007
10	To confirm agreement with timescales and/or send comments to June Toovey.	All	06/07/2007
8. Cancer Care Education Programme - Update			
Log No	Action	Lead(s)	Deadline
11	June Toovey reported that there were only a few gaps remaining in the sessions awaiting completion. The aim will be to circulate the updated CD's in July 2007. To email members with the gaps in the current programme.	J Toovey	29/06/2007
12	To resend the Psychology session to June Toovey	C Miller	29/06/2007
13	The group agreed that the programme be reviewed on a 2-yearly basis and proposed that the Network Nursing Groups be responsible for updating designated sessions.	J Toovey	31/07/2007

9. Implementating supportive and palliative care guidance (T10 action plan) update			
Log No	Action	Lead(s)	Deadline
14	<p>June Toovey referred to the draft document "NICE Supportive & Palliative Care Guidance Priorities 2007/2008" which outlines what minimum requirements will need to be in place by March 2008. The YCN will be required to report on progress at that time. She is still establishing who is leading on this within each Trust.</p> <p>June Toovey to invite Diane Edwards and Paula Walker from Mid Yorkshire to the next Supportive & Palliative Care Steering Group meeting in July.</p>	J Toovey	30/06/2007
15	To provide Sue Ebbage with remaining meeting dates in 2007.	P Atha	22/06/2007
16	To circulate the Priorities 2007-2008 document once it has been finalised to the group.	J Toovey	Review 18/07/2007
9.2. Holistic assessment tool			
Log No	Action	Lead(s)	Deadline
17	<p>June Toovey referred to the Holistic Common Assessment of Supportive and Palliative Care Needs for Adults with Cancer, the report and assessment guidance dated January 2007, circulated 13th March 2007 and tabled copies at the meeting. Members were asked if they advocated it's use across the Network and to consider the most appropriate way of taking this forward.</p> <p>Members to go back to their own organisations to see what is being done at present and report back at the next Supportive & Palliative Care meeting.</p>	All	18/07/2007
9.3. Key Worker			
Log No	Action	Lead(s)	Deadline
18	<p>June Toovey tabled "Keyworker and Support for Patients along their Pathway of Care" and the group discussed whether this should be used to inform localities to revise their keyworker policy/s or to develop a Network policy for MDTs to identify appropriate keyworkers for patients at the different stages of the patient pathway.</p> <p>It was agreed that NSSG's and Primary Care need to be involved in this work.</p>	J Toovey	Update 18/07/2007
19	June Toovey to produce a Network draft key worker policy combining what's been produced previously and the tabled document and include a role profile.	J Toovey	Update 18/07/2007
20	June Toovey to investigate the possibility of producing key worker contact cards, similar to that produced by the Northern Cancer Network.	J Toovey / P Atha	18/07/2007
9.4. Social Support			
Log No	Action	Lead(s)	Deadline
21	<p>June Toovey reported that there was no joint working between social services within different councils in the Network, therefore Trusts would need to work on this locally, rather than at Network level.</p> <p>Lead Nurses to establish what social services are available locally in order to provide this information to patients.</p>	All	Review 18/07/2007

Lead Nurses Group : Actions of the meeting held on Wednesday 20th June 2007 10:00 am

10. National update and local sharing			
Log No	Action	Lead(s)	Deadline
22	Cancer Reform Strategy is expected to be published in Autumn 2007. To inform members when published.	J Toovey	Review 17/10/2007
23	Vanessa Taylor reported that a new Head of Nursing Division will be advertised soon as a result of Annie Topping taking up post at Huddersfield University. To update group on appointment in due course.	V Taylor	Update 17/10/2007
24	YCN Macmillan Web Content Manager post is now advertised on NHS Jobs and has been circulated to the group. To disseminate to relevant colleagues within their organisation.	All	02/07/2007
11. Protocol for Nurse Led Follow-Up			
Log No	Action	Lead(s)	Deadline
25	Mr John White, Lung Cancer CNS attended the meeting to give an overview of the Lung CNS Follow-Up Protocol (http://www.ycn.nhs.uk/html/publications/guidelines_thoracic.htm) and the results of a recent audit of this service. The group discussed this in detail along with the feasibility of the protocol being transferable to other cancer sites. Vanessa Taylor agreed to investigate the possibility of sourcing funding for a research assistant to carry out an audit across the Network. John White agreed to forward her details.	V Taylor	19/09/2007
12. Any Other Business			
Log No	Action	Lead(s)	Deadline
26	The group were offered the option of being copied for information into the NSSGs and CCGs agendas and action logs, as this had been requested by Lead Managers and Lead Clinicians. In addition, they were asked if they would like to be copied into the Nurses Groups agendas and action logs. The group agreed to view NSSGs and CCGs on the YCN website, but to receive emails of the Nurses Groups.	P Atha	July 2007
27	June Toovey gave a brief update on the current progress of the Patient Information Strategy & Action Plan. The Action Plan is work in progress and will be circulated in draft for comment shortly. This will ultimately be submitted to the YCN Management Board for ratification in October 2007. To circulate the Draft Action Plan to Lead Nurses; Locality Information Leads and NSSG User Involvement & Patient Information Leads when complete.	J Toovey	July 2007
28	Lead Nurses to disseminate the Draft Action Plan for comments within their own organisation.	All	July 2007

Date of Next Meeting(s)

Wednesday 19th September 2007 10:00 am
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Wednesday 17th October 2007 10:00 am
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Wednesday 5th December 2007 10:00 am
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital