

Present:

Ms J Duerden	Airedale NHS Trust
Mrs H Hey	Bradford Teaching Hospitals NHS Foundation Trust
Mrs S Ebbage	Harrogate and District NHS Foundation Trust
Mrs S Scales	Leeds Teaching Hospitals NHS Trust
Ms S Walker	Mid Yorkshire Hospitals NHS Trust
Mrs C Miller	York Hospitals NHS Foundation Trust
Miss P Atha	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

1. Apologies

Ms B Marks, Ms L McDonald

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
29	Helen Hey was welcomed as the new Lead Nurse at Bradford, working 2.5 days per week in this role.		N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
30	Agreed as true record.		N/A
3.1. Review of NMC document			
Log No	Action	Lead(s)	Deadline
31	June Toovey circulated the documentation provided by Vanessa Taylor in relation to the NMC standards for mentors, practice teachers and teachers. To speak to Vanessa Taylor regarding the document she agreed to produce outlining the implications for Cancer Nursing.	J Toovey / V Taylor	05/12/2007
4. Communication Skills Training			
Log No	Action	Lead(s)	Deadline
32	June Toovey outlined the current position and referred to the recent update from the CAT circulated on 4th September. She explained that work is underway to develop the one unified national model, expected to be piloted in early 2008, with the launch around April 2008. In addition it is expected that ACST be embedded into the End of Life Strategy for long term sustainability. In the interim the Network will continue to deliver the Maguire training across the SHA. June Toovey explained how the existing funding is being used; to maintain trained facilitators accreditation and deliver minimum 2 courses; to fund trainers in the process of accreditation and to "buy-in" facilitated courses. To update the group on the three people in YCN awaiting to hear from CAT if they can be put on the accredited trainer register.	J Toovey	05/12/2007

Lead Nurses Group : Actions of the meeting held on Wednesday 17th October 2007 10:00 am

4. Communication Skills Training			
Log No	Action	Lead(s)	Deadline
33	<p>June Toovey attended a meeting on 15.10.07 with the Facilitators and the University to explore the programme being delivered by Universities and they agreed the national specification.</p> <p>June Toovey to meet with SHA to discuss this as part of their portfolio.</p>	J Toovey	05/12/2007
34	<p>The group were asked to inform June Toovey of anyone interested in being trained and anyone who has completed Training the Trainer course interested in becoming a Facilitator.</p>	All	05/12/2007
5. Vision and Action Plan			
Log No	Action	Lead(s)	Deadline
35	<p>June Toovey asked for volunteers to lead on the various aspects of the Vision & Action Plan. The group discussed progress on the action plan and members put themselves forward to lead on specific objectives.</p> <p>To update the document with the named Leads and recirculate to the group.</p>	J Toovey	31/10/2007
36	<p>► Objective 1</p> <p>To make contact with the long-term conditions lead in the Strategic Health Authority (SHA) to find out the work they are carrying out to explore if the YCN can link into their work.</p>	J Toovey	05/12/2007
37	<p>To develop links with end of life and long term conditions leads in own locality.</p>	All	05/12/2007
38	<p>► Objective 6d: develop career pathway and development programmes.</p> <p>It was agreed to focus on this at a future meeting.</p> <p>To put on a future agenda.</p>	J Toovey	Review early 2008
39	<p>► Objective 6g: develop mechanisms to share good practice.</p> <p>The group discussed holding a sharing good practice event. June Toovey explained that she had been in discussion with North Trent and the Humber & Yorkshire Coast Cancer Networks (HYCCN) to explore the possibility of holding a joint conference on a 2 yearly basis. In addition, she proposed arranging a meeting with the Lead Nurses of both Networks. The group agreed this would be beneficial.</p> <p>To co-ordinate with North Trent and HYCCN and feedback accordingly.</p>	J Toovey	05/12/2007
40	<p>► Objective 8: evaluate the current senior cancer nurse development programme to define a framework of leadership skills.</p> <p>The group discussed how this could be progressed. Most external courses are too expensive.</p> <p>To speak with Chris Holroyd, Commissioner for Education at SHA to establish what is available.</p>	J Toovey	05/12/2007
41	<p>Future agendas to be formed around the Action Plan.</p>	J Toovey / P Atha	05/12/2007

6. Cancer Care Education Programme - Update			
Log No	Action	Lead(s)	Deadline
42	<p>The Cancer Care Education Programme discs have been circulated to Lead Nurses in September 2007 and should be reviewed in September 2009.</p> <p>It was noted that Airedale & Bradford were looking at running joint courses, as were Harrogate and York.</p> <p>Summary evaluations to be sent to June Toovey for on-going evaluation.</p>	All	On-going
43	<p>It was agreed that the Education sub-group be disbanded.</p> <p>To update the database accordingly.</p>	P Atha	18/10/2007
7. Implementation of S&P Care Guidance, T10 Action Plan			
Log No	Action	Lead(s)	Deadline
44	<p>June Toovey explained that discussions were taking place between the Recover & Support Unit (RSU) with the Cancer Action Team (CAT) for the implementation deadline to be extended until December 2008.</p> <p>To notify members if the deadline is extended.</p>	J Toovey	05/12/2007
45	<p>June Toovey referred to the Priorities 2007/2008 document and asked each Lead Nurse to go back into their own organisations to establish where they are against each area, where gaps are and report back.</p>	All	30/11/2007
46	<p>To re-circulate the document with the Action Log</p>	P Atha	24/10/2007
7.3. Key Worker			
Log No	Action	Lead(s)	Deadline
47	<p>June Toovey asked if members were still happy with the key worker document produced for peer review.</p> <p>To resend key worker document for comments.</p>	J Toovey / P Atha	31/10/2007
7.4. Social Support			
Log No	Action	Lead(s)	Deadline
48	<p>It was previously agreed that this would be worked on at local level, rather than Network level.</p> <p>June Toovey agreed to contact Age Concern.</p>	J Toovey	05/12/2007
7.5. Spiritual Support			
Log No	Action	Lead(s)	Deadline
49	<p>June Toovey reported that she attended the Chaplain's Collaborative Group, facilitated by SHA, who aim to hold a half day event to look at an assessment of spiritual needs. Angela Hamilton is the Lead. Holistic assessment has been sent to SHA for their reference. The event may take place in January 2008.</p> <p>To inform the group of the event date.</p>	J Toovey	05/12/2007

7.6. Patient Information			
Log No	Action	Lead(s)	Deadline
50	<p>The Generic Patient Information Mapping event took place Friday 12 October. Once the themes have been identified, the locality information leads will identify the most appropriate information source to meet that need. A draft report has been written and sent to the facilitators for comment.</p> <p>To circulate a copy of the final report to the group.</p>	J Toovey	31/10/2007
51	<p>Comments on the Patient Information Draft Action Plan, supporting the Patient Information Strategy have been received. The Action Plan will be amended and recirculated and will need to be ratified by the YCN Board.</p> <p>To circulate the final Action Plan to the group.</p>	J Toovey	05/12/2007
52	<p>The locality information leads are proposing a Network Policy on the delivery of patient information. The group were asked if this should be network level or developed locally. Members stated there were existing policies in place at Trusts, but would need to re-look at the level of detail included.</p> <p>To go back to own organisation to establish what policy is in place and feedback at next meeting.</p>	All	05/12/2007
7.7. Rehabilitation			
Log No	Action	Lead(s)	Deadline
53	<p>June Toovey briefly updated the group on the outcomes of the first meeting of the Rehabilitation sub-group. The group are keen to ensure the rehab needs of patients are incorporated into patient pathways and are interested in developing a generic rehab pathway.</p> <p>To forward contact details of members to join to the group.</p>	H Hey	31/10/2007
54	<p>June Toovey announced that the Network had recently received details from the North Zone Cancer Peer Review team on a workshop to discuss the draft measures. Only 3 places were available for the Network. The representatives would need be able to comment on the measures, ideally from specialist rehab.</p> <p>To circulate details of the workshop to the group and request nominations.</p>	P Atha	19/10/2007
7.8. Supportive Care Pathway			
Log No	Action	Lead(s)	Deadline
55	<p>June Toovey proposed organising a half day workshop to develop a supportive care pathway, inviting users, CNS's as well as members of the Lead Nurses Group to be involved in the process. The aim will be to look at when the holistic assessment is carried out; when face to face consultations take place; identify key worker and when it would change.</p> <p>To plan and prepare a half day workshop and circulate details.</p>	J Toovey	05/12/2007

8. National update and local sharing			
Log No	Action	Lead(s)	Deadline
56	<p>June Toovey informed new members of the Network Development Programme (NDP), the national network conference held in London three times a year over 2-days. She gave a brief update on topics discussed.</p> <p>Sally Scales recently attended as part of her development in her role. The option to attend was extended to other members of the group.</p> <p>To notify members of meeting dates in 2008 (now confirmed as: 14-15 February; 5-6 June; 16-17 October).</p>	P Atha	31/10/2007
57	Anyone interested in attending NDP in 2008 to notify June Toovey/Pauline Atha.	All	On-going
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
58	<p>► Lead Nurse Time-Out</p> <p>June Toovey asked members if it would be beneficial to arrange a Time-Out in January to look at progress against Action Plan & the Supportive and Palliative Care Guidance to focus on aspects of this work.</p> <p>June Toovey to arrange a full-day, preferably Tuesday or Wednesday for the Time-Out.</p>	J Toovey/P Atha	05/12/2007
59	<p>► CNS national scoping</p> <p>June Toovey has requested Philip Melling produce the data in graphs for presentation in a report to the group.</p> <p>To circulate the report once received.</p>	J Toovey	05/12/2007

Date of Next Meeting(s)

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