

Actions of the meeting held on  
Wednesday 27 February 2008, 10:00

Yorkshire Cancer Network

Fewston Meeting Room, 1st Floor, Fewston Wing, Harrogate District Hospital

**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
Ms S Walker	Mid Yorkshire Hospitals NHS Trust
Mrs C Miller	York Hospitals NHS Foundation Trust
Mr N Mungur	Yorkshire Cancer Network
Miss G Thomson	
Mrs J Toovey (Chair)	

**Apologies**

Ms R Hollis, Mrs S Scales, Ms V Taylor

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
<b>73</b>	▶ Action 62  To amend NSSGs to NNSSGs (Network Nurse Site Specific Group).	G Thomson	29/02/2008
<b>4.1. Objective 1: New ways of working and role development</b>			
Log No	Action	Lead(s)	Deadline
<b>74</b>	The group discussed links between the NNSSGs and the Lead Nurses group.  It was agreed that the chair, vice chair, user involvement and patient information leads would be invited to a time-out with the Lead Nurses group.  June Toovey to contact the group chairs of the NNSSGs to discuss the time-out.	J Toovey	14/03/2008
<b>75</b>	June Toovey informed the group that part of the Cancer Reform Strategy was to look at the what the CNS role involves. The national nurse directors will be carrying out this piece of work.  June Toovey to inform the group of any developments with this piece of work.	J Toovey	N/A
<b>4.2. Objective 2: Lead and support nursing contributions in implementation of NICE IOG</b>			
Log No	Action	Lead(s)	Deadline
<b>76</b>	June Toovey reported that the majority of the forms from the localities regarding the implementation of the Supportive & Palliative care priorities had been returned.  June Toovey to collate for discussion at the next Supportive & Palliative Care Steering group meeting, 12th March 2008.	J Toovey	12/03/2008

<b>4.3. Objective 3: Seek to improve patient pathways</b>			
Log No	Action	Lead(s)	Deadline
77	<p>June Toovey informed the group that the feedback from the developed supportive pathway had been positive. The four elements (key discussion point, information giving point, Holistic assessment and key worker) will now be used to identify supportive needs in the development of the site specific clinical pathways.</p> <p>June Toovey reported that the Specialist Palliative Care group were in the process of developing the palliative care pathway, which would be added to the end of all the site specific pathways. An agreement has been reached to use the four key elements from the supportive pathway.</p> <p>The generic information pathway has been agreed and is in the process of being formatted.</p> <p>Once all the pathways are completed (supportive, palliative care &amp; generic information) they will be presented to the NSSGs.</p>		N/A
78	June Toovey to contact Chris Ward about a service specification from North Yorkshire & York PCT.	June Toovey	16/04/2008
79	<p>The group agreed that a Network wide audit to find the current gaps in the implementation of the Holostic needs assessment would be useful.</p> <p>Cath Miller to send June Toovey her audit list for dissemination.</p>	C Miller	12/03/2008
80	<p>A discussion took place regarding the documentatoin for the assessment.</p> <p>June Toovey to investigate the Common Assessment Framework and report back at the next meeting.</p>	J Toovey	16/04/2008
<b>4.4. Objective 4: Influence the nursing approach to patient and public involvement</b>			
Log No	Action	Lead(s)	Deadline
81	<p>June Toovey informed the group that Colin Sloane had joined the Network as the Service User Facilitator.</p> <p>As part of the Cancer Reform Strategy, national work on a patient satisfaction survey was planned.</p> <p>An agreement was reached to continue the work in the Network to develop a survey. June Toovey reported that Colin Sloane and Hugh Butcher (Co-Chair of the YCN User Partnership group) would be leading the work.</p> <p>The group to send Colin Sloane any surveys that they have used to colin.sloane@ycn.nhs.uk, and let him know if they are interested in joining the workstream.</p>	All	N/A
<b>4.5. Objective 5: Improve the interface between all health and social care settings</b>			
Log No	Action	Lead(s)	Deadline
82	Sally Scales to feedback at the next meeting.	S Scales	16/04/2008

<b>4.6. Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies</b>			
Log No	Action	Lead(s)	Deadline
83	<p>The group discussed CNS development and agreed to identify the courses and modules currently available.</p> <p>Sue Ebbage to contact Leeds University. Susan Walker to contact Huddersfield University. Helen Hey to contact Bradford University. Cath Miller to contact York University.</p> <p>To feedback at the next meeting.</p>	All	16/04/2008
<b>4.7. Objective 7: Develop and support YCN communication skills strategy</b>			
Log No	Action	Lead(s)	Deadline
84	<p>June Toovey informed the group that a bid for the training of twelve new facilitators across the 3 Networks that make up Yorkshire &amp; Humber SHA had been successful.</p> <p>June Toovey updated the group on the process of the national unified model and informed them of the national funding available to run ACST programmes for this year.</p> <p>June Toovey to keep the group informed of further progress.</p>	J Toovey	N/A
<b>5. CNS Audit local results</b>			
Log No	Action	Lead(s)	Deadline
85	<p>June Toovey presented the results from the audit to the group.</p> <p>June Toovey to send back audit sheets to each locality so the information can be checked.</p>	June Toovey/All	16/04/2008
86	<p>June Toovey to check the incidence data and investigate information for head &amp; neck and skin.</p>	J Toovey	16/04/2008
<b>6. YCN/Macmillan Patient Information Website Project</b>			
Log No	Action	Lead(s)	Deadline
87	<p>Nazeem Mungur, Web Content Manager, introduced himself to the group. He informed the group of his new role which is a Macmillan funded post, to populate and develop a patient information support website for users, carers and healthcare professionals. The website will contain both national and local information.</p> <p>Any members of the group interested in contributing ideas or suggestions for the website to email Nazeem Mungur directly, nazeem.mungur@ycn.nhs.uk.</p>	All	N/A
<b>7. Cancer Reform Strategy - Impact for nursing agenda</b>			
Log No	Action	Lead(s)	Deadline
88	<p>June Toovey to collate information to present at the next meeting.</p>	J Toovey	16/04/2008
<b>8. Lead Nurse Time-Out programme setting</b>			
Log No	Action	Lead(s)	Deadline
89	<p>To defer until discussion with the Chairs of the NNSSGs.</p>		N/A

<b>9. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
90	<p>► AHP Mapping</p> <p>The group decided not to partake in this national mapping.</p> <p>June Toovey to discuss with the AHP group, regarding undertaking the mapping across the Network.</p>	J Toovey	N/A
91	<p>► Cancer and Palliative Care Partnership Event</p> <p>Cath Miller informed the group of the event organised by NY&amp;YPCT and YHFT titled 'Positive Living With Cancer'. She tabled a flyer to the group.</p> <p>Georgina Thomson to email the flyer to the Network Clinicians, User Partnership group and Local User Partnership Group Chairs.</p>	G Thomson	29/02/2008
92	<p>Cath Miller informed the group that she would be leaving her post at the end of March to become the Nurse Director at St. Gemma's Hospice, Leeds.</p> <p>The group thanked Cath Miller for her hard work and enormous contribution to the group and wished her well in her new post.</p> <p>To organise a leaving meal for Cath Miller.</p>	J Toovey	16/04/2008

### **Date of Next Meeting(s)**

Wednesday 16th April 2008 10:00 am  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 21st May 2008 10:00 am  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 23rd July 2008 10:00 am  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 1st October 2008 10:00 am  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 12th November 2008 10:00 am  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital