

**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
Miss C Murray	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

**Apologies**

Ms L Foyle, Ms P Middlebrook, Ms V Taylor, Ms S Walker

<b>4.1. Objective 1: New ways of working and role development</b>			
Log No	Action	Lead(s)	Deadline
1	<p>June Toovey informed members that so far, four responses have been received from the group chairs of the NNSSGs to discuss arranging a time out.</p> <p>June Toovey to resend an email to the group chairs of the NNSSGs to discuss the time out.</p>	J Toovey	21/05/2008
2	<p>June Toovey informed the group that she is to attend a Nurse Director's meeting on the 18th May where the CNS role as part of the Cancer Reform Strategy will be discussed.</p> <p>June Toovey to update the group on any developments with this piece of work.</p>	J Toovey	21/05/2008
<b>4.2. Objective 2: Lead and support nursing contributions in implementation of NICE IOG</b>			
Log No	Action	Lead(s)	Deadline
3	<p>June Toovey reported that the form regarding the implementation of the Supportive and Palliative care priorities from Calderdale and Huddersfield is yet to be returned.</p> <p>June Toovey to chase Calderdale and Huddersfield for the Supportive and Palliative care priorities form and to collate with the rest for discussion at the next meeting.</p>	J Toovey	21/05/2008
<b>4.3. Objective 3: Seek to improve patient pathways</b>			
Log No	Action	Lead(s)	Deadline
4	<p>June Toovey informed the group that she is to present the Supportive and Palliative Care pathway at the next YCN Board meeting in May, seeking agreement that this will be used for guidance during the development of site specific pathways, incorporating the four key elements.</p> <p>Members agreed to use a meeting to look at a holistic assessment audit tool.</p> <p>June Toovey to ask Cath Miller to forward her audit list for dissemination.</p>	J Toovey	21/05/2008

<b>4.3. Objective 3: Seek to improve patient pathways</b>			
Log No	Action	Lead(s)	Deadline
5	<p>June Toovey shared the final draft of the High Level Palliative Care (End of Life) pathway, the supportive pathway and the final draft version of the Generic Information pathway with the group. The group agreed to the pathways.</p> <p>Clair Murray to circulate the Generic Information pathway to the group once it has been reformatted and other pathways presented.</p>	C Murray	21/05/2008
6	<p>June Toovey informed the group that National Information pathways are currently being developed for each site and the information is to be made available on the web. Taking forward the implementation of information prescriptions also discussed.</p> <p>June Toovey to keep the group updated on national work.</p>	J Toovey	21/05/2008
7	<p>June Toovey to contact Chris Ward about a service specification from North Yorkshire &amp; York PCT.</p>	J Toovey	21/05/2008
<b>4.4. Objective 4: Influence the nursing approach to patient and public involvement</b>			
Log No	Action	Lead(s)	Deadline
8	<p>The YCN are to form a Patient Survey group which Sally Scales and Sue Ebbage are to join to continue the work stream developing a patient satisfaction survey within the network. National work is not due to commence until 2009 which the group will feed into.</p> <p>Sue Ebbage and/or Sally Scales to keep the group updated on this work.</p>	S Ebbage/ S Scales	21/05/2008
<b>4.5. Objective 5: Improve the interface between all health and social care settings</b>			
Log No	Action	Lead(s)	Deadline
9	<p>Sally Scales reported that since social care isn't integrated it is not possible to engage centrally.</p> <p>Members agreed to feedback to the group what is happening at a local level.</p>	All	21/05/2008
10	<p>June Toovey to re-look at the objectives on the action plan.</p>	J Toovey	21/05/2008
<b>4.6. Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies</b>			
Log No	Action	Lead(s)	Deadline
11	<p>The group discussed courses and modules available at both Leeds and Bradford University. Information from York and Huddersfield University is yet to be received.</p> <p>Sally Scales to make further enquiries at Leeds University regarding other relevant courses.</p>	S Scales	21/05/2008
12	<p>Helen Hey spoke of the successful Cancer Care programme currently running in the area.</p> <p>Following the June evaluations and assessments, the course is to be reviewed and updated by Helen Hay who agreed to write to June Toovey with amendments to the programme. June Toovey to coordinate amending the disks and circulating.</p>	H Hey/J Toovey	30/06/2008

<b>4.6. Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies</b>			
Log No	Action	Lead(s)	Deadline
13	Clair Murray to circulate CNS development courses and modules available in Leeds and Bradford universities to the group.	C Murray	21/05/2008
<b>4.7. Objective 7: Develop and support YCN communication skills strategy</b>			
Log No	Action	Lead(s)	Deadline
14	June Toovey to update the group with any progress after discussing this at the Nurse Director's meeting on the 18th May 2008.	J Toovey	21/05/2008
<b>4.8. Objective 8: Develop the leadership potential of cancer nursing</b>			
Log No	Action	Lead(s)	Deadline
15	To be deferred to the next meeting.		N/A
<b>5. CNS Audit local results</b>			
Log No	Action	Lead(s)	Deadline
16	June Toovey presented the CNS audit results to the group and a discussion took place on how to best use this information.  Members to consider areas of the CNS audit to look at for the next meeting.	All	21/05/2008
17	June Toovey to check the figures and discrepancies with Phillip Melling (YCN Information Manager).	J Toovey	21/05/2008
<b>6. Cancer Reform Strategy - Impact for nursing agenda</b>			
Log No	Action	Lead(s)	Deadline
18	To defer to the next meeting.		N/A
<b>7. Lead Nurse Time-Out programme setting</b>			
Log No	Action	Lead(s)	Deadline
19	Members to send any ideas for the time out to june.toovey@ycn.nhs.uk.	All	21/05/2008
20	June Toovey to draft a programme for the time out.	J Toovey	21/05/2008

**Date of Next Meeting(s)**

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