

**Actions of the meeting held on  
Wednesday 23 July 2008, 10:00**

**Yorkshire Cancer Network**

**Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital**

**Present:**

Mrs H Hey	Bradford Teaching Hospitals NHS Foundation Trust
Mrs S Scales	Leeds Teaching Hospitals NHS Trust
Ms S Walker	Mid Yorkshire Hospitals NHS Trust
Ms N Ryan	York Hospitals NHS Foundation Trust
Mrs C Irving	Yorkshire Cancer Network

**Apologies**

Ms J Duerden, Mrs S Ebbage, Ms R Hollis, Ms B Purcell, Mrs J Toovey

<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
41	In the absence of June Toovey, Helen Hey chaired the meeting.	N/A	N/A
42	Members discussed recent meeting attendance of this and the Supportive & Palliative Care group.  Clair Murray to request advanced confirmation of attendance for both these meetings in the future.	C Murray	Ongoing
<b>4. Vision and Action Plan</b>			
<b>4.1 Objective 1: New ways of working and role development</b>			
Log No	Action	Lead(s)	Deadline
43	► National CNS work  Please refer to log No. 5  A meeting of National Nurse Directors is planned for the 5th August 2008 to pull together all the work streams for CNS work and agree a way forward.  June Toovey to update the group at the next meeting.	J Toovey	12/11/2008
<b>4.2 Objective 2: Lead and support nursing contributions in implementation of NICE IOG</b>			
Log No	Action	Lead(s)	Deadline
44	► Supportive & Palliative Care priorities  Helen Hey reported that June Toovey has not received the priorities from Calderdale & Huddersfield. Members agreed that priorities from all trusts should be reviewed and resubmitted as the previous work is now six months old.  Members to review the supportive & palliative care priorities from their respective trusts and resubmit the forms to <a href="mailto:june.toovey@ycn.nhs.uk">june.toovey@ycn.nhs.uk</a> before the end of August 2008.	All	29/08/2008
45	June Toovey to collate the local supportive and palliative care priorities before the next meeting.	J Toovey	12/11/2008

<b>4. Vision and Action Plan</b>			
<b>4.3 Objective 3: Seek to improve patient pathways</b>			
Log No	Action	Lead(s)	Deadline
<b>46</b>	<p>► Holistic Needs Assessment Implementation</p> <p>Helen Hey reported that June Toovey has not received any responses from Lead Nurses identifying MDTs interested in taking part in a project on how to implement the holistic needs assessment.</p> <p>A discussion took place around who could carry out the assessments and the possibility of identifying key trigger questions for prompt referral to specialists in cancer care.</p> <p>Members agreed to concentrate on looking at the beginning of the pathway and undertake work locally since the holistic work is too vast to take on for all of the pathway.</p> <p>The agreement was that this was the most challenging element of the supportive and palliative care guidelines.</p> <p>Members to keep the group updated on the progress of this work.</p>	All	12/11/2008
<b>47</b>	<p>Helen Hey informed the group that June Toovey has discussed linking with a couple of the nursing groups. The Lung and Gynaecology Nurses have expressed an interest in looking at the implementation and the Gynaecology Nurses have agreed to discuss this further.</p> <p>Annie Topping is looking at a project in light of the national survivorship initiative and assessments when patients have finished treatments.</p> <p>The group discussed how competencies would be identified and whether KSF would cover this in any case.</p> <p>June Toovey to keep the group updated on this work.</p>	J Toovey	12/11/2008
<b>48</b>	<p>► Information Pathways</p> <p>Helen Hey reported that the information pathways have been discussed with some of the nursing groups and a comments section has been added to the pathways at the end of each of the high level pathway points.</p> <p>The group suggested the patients name and unit needs to be added to the pathways.</p> <p>Clair Murray to put forward this suggestion to Jane Archer.</p>	C Murray	29/08/2008
<b>49</b>	<p>Clair Murray to circulate the updated information pathways with the action log.</p>	C Murray	06/08/2008
<b>50</b>	<p>Members discussed how the forms will be used in practice and the group agreed they would like to include this as a discussion topic during the time out.</p> <p>Clair Murray to update the time out programme to include this.</p>	C Murray	06/08/2008

<b>4. Vision and Action Plan</b>			
<b>4.4 Objective 4: Influence the nursing approach to patient and public involvement</b>			
Log No	Action	Lead(s)	Deadline
<b>51</b>	<p>► Patient Experience</p> <p>Sally Scales informed the group of the successful patient experience workshop which took place earlier in the month. A report of the workshop has been circulated and a work plan for taking the work forward will be produced by the end of September. National work has not yet started however network level work will feed into this once it commences.</p> <p>June Toovey to keep the group updated on the progress of this work.</p>	J Toovey	12/11/2008
<b>4.5 Objective 5: Improve the interface between all health and social care settings</b>			
Log No	Action	Lead(s)	Deadline
<b>52</b>	Helen Hey reported that no further progress has been made within the Bradford group.	N/A	N/A
<b>53</b>	Sue Ebbage to update the group on the progress of Harrogate appointing a social worker at the next meeting.	S Ebbage	12/11/2008
<b>4.6 Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies</b>			
<b>54</b>	Helen Hey informed the group that the latest information regarding the programmes run by the universities has been circulated.	N/A	N/A
<b>55</b>	<p>Helen Hey reported that the Cancer Education Programme has now finished in Bradford this year and that she will be co-ordinating the programme updates required.</p> <p>June Toovey has discussed with Phillip Melling the possibility of putting the cancer education programme on the YCN website however this would only be possible in PDF format so this would not be useful for localities running the programme.</p> <p>A possible solution for Airedale would be for the disc to be taken to the Trust IT department to be added to the intranet.</p> <p>June Toovey/Helen Hey to keep the group updated on any progress.</p>	J Toovey/H Hey	12/11/2008

<b>4. Vision and Action Plan</b>			
<b>4.7 Objective 7: Develop and support YCN communication skills strategy</b>			
Log No	Action	Lead(s)	Deadline
<b>56</b>	<p>► Communication Skills Strategy</p> <p>Helen Hey reported that the train the trainer programme of new facilitators took place at the beginning of July with 7 facilitators across the YCN attending. This means we now have 11 facilitators in the process of being accredited.</p> <p>Pauline Atha, YCN Office Manager is co-ordinating with the Maguire unit to book the dates for the facilitators to run programmes to be mentored and assessed.</p> <p>Lorna Foyle is booked to attend a train the trainer programme in November and will then go on to be accredited.</p> <p>To ensure that the facilitators are accredited, the YCN will be running 12 ACST programmes and this will need 120 senior cancer clinicians from all professions to attend.</p> <p>Members to publicise the programme and encourage as many professional to apply.</p>	All	Ongoing
<b>4.8 Objective 8: Develop the leadership potential of cancer nursing</b>			
Log No	Action	Lead(s)	Deadline
<b>57</b>	<p>Helen Hey reported that the programme being developed for the chairs of the NSSGs is being developed by Bradford university and that the programme is available via the university. The first session for the NSSG chairs is scheduled for October. Three nurses will be invited as either chair or vice chair of an NSSG.</p> <p>June Toovey to feedback on the content of the programme and feedback from the nurses after that session.</p>	J Toovey	12/11/2008
<b>5. CNS Audit local results</b>			
Log No	Action	Lead(s)	Deadline
<b>58</b>	<p>The group discussed the findings and how incorrect assumptions could be made without any appropriate background knowledge or individual complexities.</p> <p>The group suggested further work on a couple of specific sites to put the results into perspective before sharing this information with Macmillan and to also focus on what kinds of information could be collated next time.</p> <p>The group expressed concern about this data being shared with other organisations, such as Macmillan, and questioned how Macmillan proposed to use the information.</p> <p>Members to discuss this further at the next meeting.</p>	All	12/11/2008
<b>6. Lead Nurse Time-Out programme setting</b>			
Log No	Action	Lead(s)	Deadline
<b>59</b>	<p>The group discussed the draft time out programme and put forward some proposed changes to include focusing more time on a couple of specific elements of the nursing vision and action plan - implementing both the holistic needs assessment and the information pathways.</p> <p>Clair Murray to update the draft time out programme and circulate with the action log,</p>	C Murray	06/08/2008

<b>7. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
60	Helen Hey reported that the End of Life strategy has been published and circulated and that the impact upon cancer nursing will need to be considered, especially the sites where there is a poor prognosis at diagnosis.  To discuss this further at the next meeting.	All	12/11/2008
61	UKONS conference flyer is out for September.  Members are to encourage nurses to attend.	All	12/11/2008
62	Peer review consultation is taking place over the summer. Helen Hey encouraged members to look at the consultation and respond.  June Toovey to keep the group updated on the progress of this.	J Toovey	12/11/2008
63	Helen Hey informed the group that the network are now producing a précis following each board meeting and asked the group if they would like to receive a copy.  Clair Murray to circulate the board précis on a monthly basis to the group.	C Murray	Ongoing

**Date of Next Meeting(s)**

Tuesday 14th October 2008 9:00 am  
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Time Out]

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