

**Actions of the meeting held on
Wednesday 12 November 2008, 10:00**

Yorkshire Cancer Network

Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Present:

Ms J Duerden	Airedale NHS Trust
Mrs H Hey	Bradford Teaching Hospitals NHS Foundation Trust
Mrs S Scales	Leeds Teaching Hospitals NHS Trust
Dr V Taylor	University of Bradford
Mrs C Irving	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

Apologies

Mrs S Ebbage, Ms B Hoskins, Ms S Morgan, Ms S Walker

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
64	The action log from the last meeting was agreed as a true record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
65	<p>► Meeting schedule for 2009</p> <p>A suggestion was made to hold back to back meetings for the Lead Nurse and the Supportive & Palliative Care Steering group meetings every six weeks. The format was suggested as follows:-</p> <p>Lead nurse meeting 9.30am – 11.00am Supportive & Palliative Care meeting 11.00am – 12.30pm.</p> <p>The venue of the meetings was also suggested to move to the Bexley wing in Leeds as it is a more central venue.</p> <p>Clair Irving to circulate this suggestion to members of the Lead Nurse group and Supportive & Palliative Care group for comment.</p>	C Irving	14/11/2008
66	Members to inform Clair Irving of their preferences before Friday 28th November 2008.	All	28/11/2008
67	Clair Irving to book 2009 meetings and circulate a list of these to the group.	C Irving	31/12/2008
4. Vision and Action Plan			
4.1 Objective 1: New ways of working and role development			
Log No	Action	Lead(s)	Deadline
68	<p>► National CNS Work Stream</p> <p>The group were reminded that the return of this years CNS audit is due before Friday 5th December 2008.</p> <p>Members to return their local audit data by Friday 5th December 2008.</p>	All	05/12/2008
69	June Toovey to update the group on the National work at the next meeting.	J Toovey	Next Meeting

4. Vision and Action Plan			
4.2 Objective 2: Lead and support nursing contributions in implementation of NICE IOG			
Log No	Action	Lead(s)	Deadline
70	<p>► Supportive & Palliative Implementation priorities</p> <p>The group were reminded that the full implementation for the Supportive & Palliative Care guidance is required by December 2009.</p> <p>The priority levels emailed previously were tabled at the meeting.</p> <p>The Lead nurses present advised that they were leading on the implementation of the guidance in their localities.</p> <p>The implementation of the priorities was discussed and the group were reminded that the Lead Nurse group had agreed to take the lead on the implementation of the Holistic assessment, Key worker and Advanced Communication skills. They were also reminded that they would have a role in supporting the implementation of the information pathways into the MDTs in their localities.</p> <p>The group were reminded that a request had been sent out for an update from localities relating to the implementation of the Supportive & Palliative Care guidance.</p> <p>Lead Nurses to return the updates by Friday 12th December 2008.</p>	Lead Nurses	12/12/2008
71	<p>Further discussion took place regarding implementation of the areas the Lead Nurses group were leading on and agreed some would need to take place in each locality and some could be undertaken at Network level.</p> <p>Members are to identify the areas that they want to take forward at a Network level for agreement at the next meeting.</p>	All	Next Meeting
72	<p>June Toovey is to develop an action plan for the implementation of the Network elements of the Supportive & Palliative guidance.</p>	J Toovey	Next Meeting
4.3 Objective 3: Seek to improve patient pathways			
Log No	Action	Lead(s)	Deadline
73	<p>► Holistic assessment implementation</p> <p>The holistic assessment implementation was discussed in light of the workshop at the Lead Nurses Time Out.</p> <p>It was agreed that the implementation of the assessment would be locally driven, with the assessment covering the five domains in the assessment guide. This would be supported by the Lead Cancer Nurses.</p> <p>The group were informed that the holistic assessment was being included as part of the supportive pathway in the cancer site clinical pathways.</p> <p>Clair Irving to circulate the reformatted Supportive & Palliative Care pathway with the action log.</p>	C Irving	26/11/2008

4. Vision and Action Plan			
4.3 Objective 3: Seek to improve patient pathways			
Log No	Action	Lead(s)	Deadline
74	<p>Following discussion it was agreed that the Network Site Specific pathways being developed, incorporating the Supportive & Palliative Care pathway could be used locally to undertake a gap analysis around the holistic assessment being undertaken at the different points in the pathway.</p> <p>The longer term solution for sharing the assessment will be through the use of PPM as it is rolled out across the Network.</p> <p>Sally Scales informed the group of the work being undertaken in Leeds around the holistic assessment and linking into the touch screen assessment tools.</p> <p>Sally Scales to update the group at the next meeting.</p>	S Scales	Next Meeting
75	<p>A potential gap was identified in the training and education for assessment skills.</p> <p>Clair Irving add to the agenda of the next meeting.</p>	C Irving	Next Meeting
76	<p>► Information pathways</p> <p>Jane Archer to update Supportive & Palliative Care steering group at their next meeting on the progress of the information pathways.</p> <p>Clair Irving to circulate the revised generic information pathway with the action log.</p>	C Irving	26/11/2008
4.4 Objective 4: Influence the nursing approach to patient and public involvement			
Log No	Action	Lead(s)	Deadline
77	<p>► Patient experience</p> <p>The group were informed that the draft patient experience surveys have been circulated for comment.</p> <p>Clair Irving to circulate the surveys with the action log.</p>	C Irving	26/11/2008
78	<p>Members to send any comments on the surveys to colin.sloane@ycn.nhs.uk or clair.irving@ycn.nhs.uk before Monday 15th December 2008.</p>	All	15/12/2008
4.5 Objective 5: Improve the interface between all health and social care settings			
Log No	Action	Lead(s)	Deadline
79	<p>There was no local feedback provided.</p> <p>Helen Hey tabled a useful document Putting People First; Transforming Adult Social Care.</p> <p>Helen Hey to forward this to Clair Irving to circulate to the group.</p>	H Hey/C Irving	28/11/2008
4.6 Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies			
80	<p>► Cancer Education Programme</p> <p>It was identified that the following sessions in the programme required updating – rehabilitation, psychological care, National cancer agenda and palliative care (to include new scenarios)</p> <p>Helen Hey to revise the National cancer agenda session.</p>	H Hey	July 2009

4. Vision and Action Plan			
4.6 Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies			
81	Helen Hey, Sue Ebbage and Sally Scales to feedback the evaluation forms from the last programmes run and any further areas that require changing to June Toovey.	H Hey, S Ebbage and S Scales	Next Meeting
82	June Toovey to begin the process of reviewing the programme with a view to complete this by July 2009.	J Toovey	July 2009
83	Following information from Vanessa Taylor, the group agreed that it would be useful to collate all evaluations from all the programmes and to undertake a survey of past participants to evaluate the impact of the programme on their clinical practice. Vanessa Taylor to update the group at the next meeting.	V Taylor	Next Meeting
84	The group were reminded that both Leeds and Bradford Universities have modules to accredit prior learning that can be accessed by participants from the Cancer Care programme and the ACST programmes. Members to inform participants of the programmes of this opportunity.	All	Ongoing
4.7 Objective 7: Develop and support YCN communication skills strategy			
Log No	Action	Lead(s)	Deadline
85	► Advanced communication skills training The group were informed that the new and revised Peer Review Measures for Skin and Gynaecology include a measure that at least three core members of the MDT who have direct clinical contact with patients should have attended the National Advanced Communication Skills Programme. It is expected that it will be included in all subsequent peer review measures. Members to use the Peer Review Measure to encourage core MDT members to apply and complete the ACST.	All	Ongoing
4.8 Objective 8: Develop the leadership potential of cancer nursing			
Log No	Action	Lead(s)	Deadline
86	The group discussed the value of using the Lead Nurse Time Out to support leadership development. The group were informed that the NSSG development programme had started and was being well evaluated. June Toovey to keep the group updated on the progress.	J Toovey	Next Meeting
5. CNS Audit local results			
Log No	Action	Lead(s)	Deadline
87	The group discussed how the information from the audits would be used in the Network. It was decided that background information would be required to support the audit information. To be discussed further at the next meeting.	All	Next Meeting

6. Lead Nurse Time-Out			
Log No	Action	Lead(s)	Deadline
88	<p>The evaluation of the Time Out proved it to be a success.</p> <p>The next Time Out is booked for Wednesday 13th May 2009 at the Pavilions of Harrogate.</p> <p>An agreement was reached that part of the day would focus on peer review and nursing leadership in terms of process and service development.</p> <p>Clair Irving to email out the date and venue to the Lead Nurses group and the Chairs and lead roles in the nursing groups.</p>	C Irving	28/11/2008
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
89	<p>Vanessa Taylor informed the group of her seconded role, which is one of two at Bradford university, the roles are intended to raise the profile of research.</p> <p>Vanessa Taylor will research the assessment of depression in cancer patients and EoL care including nursing understanding, recognition, assessment and management.</p> <p>Vanessa to send out the research proposal when developed.</p>	V Taylor	Next Meeting

Date of Next Meeting(s)

Wednesday 11th February 2009 10:00 am
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 13th May 2009 9:00 am
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate

Tuesday 14th July 2009 10:00 am
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 14th October 2009 10:00 am
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 16th December 2009 10:00 am
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital