

**Actions of the meeting held on
Wednesday 29 April 2009, 09:30**

Yorkshire Cancer Network

Meeting Room, Yorkshire Cancer Network, 21 Wetherby Road, Harrogate, HG2 7RY

Present:

Mrs H Hey	Bradford Teaching Hospitals NHS Foundation Trust
Ms A Craig	Leeds Teaching Hospitals NHS Trust
Ms K Kozłowska	
Miss E Jehan	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

Apologies

Ms S Morgan

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	The Group welcomed Krystina Kozłowska to the Group in her new role as Lead Nurse for Leeds, Krystina will be taking post in June.	N/A	N/A
4. Nursing Vision and Action Plan			
Log No	Action	Lead(s)	Deadline
2	The Group discussed the Nursing Vision & Action Plan which is due for review in 2009, the Group agreed to further discuss this at the Time Out. J Toovey to add to the Lead Nurses Time Out agenda.	J Toovey	13.05.09
3	Lead Nurses to discuss the review with CNSs in their Trusts and feedback to June.Toovey@ycn.nhs.uk by end of July 2009.	All	31.07.09
4	The Lead Nurses agreed to formulate a review of the Action Plan at the September Lead Nurse Time Out. E Jehan to add to September Lead Nurse Time Out agenda.	E Jehan	31.08.09
4.1 Objective 1: New ways of working and role development			
Log No	Action	Lead(s)	Deadline
5	The Group were not able to discuss this item due to time constraints. To be discussed at the next meeting.	E Jehan	10.06.09
4.2 CNS Audit - Pandora			
Log No	Action	Lead(s)	Deadline
6	The Group discussed the Gynaecology Nurses audit and how PANDORA could help meet the needs of the audit. The Group agreed to trial PANDORA at the Lead Nurses Time Out on 13th May. E Jehan to arrange for a temporary license for PANDORA and to make available at the Lead Nurses Time Out on 13th May.	E Jehan	13.05.09

4. Nursing Vision and Action Plan			
4.3 Objective 2: Lead and support nursing contributions in implementation of NICE IOG			
Log No	Action	Lead(s)	Deadline
7	<p>The Group discussed areas of Supportive & Palliative Care Guidance for the Lead Nurses Group to take forward.</p> <p>The Group agreed that Key Worker, Holistic Assessment and Implementation of Information Pathways should be discussed in workshops at the Lead Nurses Time Out on 13th May.</p> <p>J Toovey to add Key Worker, Holistic Assessment and Implementation of Information Pathways to the Lead Nurses Time Out agenda.</p>	J Toovey	13.05.09
4.4 Objective 3: Seek to improve patient pathways			
Log No	Action	Lead(s)	Deadline
8	<p>The Group were not able to discuss this item due to time constraints.</p> <p>To be discussed at the next meeting.</p>	E Jehan	10.06.09
4.5 Objective 4: Influence the nursing approach to patient and public involvement			
Log No	Action	Lead(s)	Deadline
9	<p>The Group were not able to discuss this item due to time constraints.</p> <p>To be discussed at the next meeting.</p>	E Jehan	10.06.09
4.6 Objective 5: Improve the interface between all health and social care settings			
Log No	Action	Lead(s)	Deadline
10	<p>The Group were not able to discuss this item due to time constraints.</p> <p>To be discussed at the next meeting.</p>	E Jehan	10.06.09
4.7 Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies			
11	<p>The Group discussed the Cancer Care Education Programme which is currently being reviewed for 2009, the Group agreed to include a half hour session on Holistic Assessment.</p> <p>The review of the programme is ongoing and there are several sessions where no one has been nominated to review.</p> <p>E Jehan to identify gaps in sessions to be reviewed and email to the Lead Nurses Group.</p>	E Jehan	29.05.09
12	<p>E Jehan to contact B Hurst for a nomination for someone to support the review of the Cancer Causes & Behaviour session along side Vanessa Taylor.</p>	E Jehan	29.05.09
4.8 Objective 7: Develop and support YCN communication skills strategy			
Log No	Action	Lead(s)	Deadline
13	<p>J Toovey advised the Group that the ACST training programme is progressing well and the Network is on track to have 14 facilitators trained by early 2010.</p> <p>The National ACST team (Connected) have announced that the number of facilitators can be increased and the YCN are planning for that when the capacity to train new facilitators is available.</p> <p>Nominations for new facilitators to be sent to Pauline Atha (pauline.atha@ycn.nhs.uk).</p>	All	Ongoing

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4. Nursing Vision and Action Plan			
4.9 Objective 8: Develop the leadership potential of cancer nursing			
Log No	Action	Lead(s)	Deadline
14	The Group were not able to discuss this item due to time constraints. To be discussed at the next meeting.	E Jehan	10.06.09
5. Lead Nurses Time Out - 13th May 2009			
Log No	Action	Lead(s)	Deadline
15	The Group discussed the agenda for the Time Out and made amendments. E Jehan to make amendments and circulate to the Group.	E Jehan	13.05.09
16	E Jehan to collate Site Specific representation at the Time Out and contact the Leads for the Groups not registered to encourage them to attend.	E Jehan	13.05.09
6. Future Lead Nurses Time Outs			
Log No	Action	Lead(s)	Deadline
17	It was agreed that as the Lead Nurses Group membership is changing, with 4 possible new Lead Nurses coming to post in the Summer, to hold a Time Out for the Group in September. E Jehan to arrange a date and circulate draft agenda for comments.	E Jehan	26.06.09
7. Any Other Business			
Log No	Action	Lead(s)	Deadline
18	Helen Hey advised the Group that she will soon be leaving her post as Lead Nurse for Bradford to take up post as Patient Services Manager. J Toovey thanked Helen for all her work with the Group and the Group wished her the best of luck in her new role.	N/A	N/A

Date of Next Meeting(s)

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

Wednesday 10th June 2009 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 15th July 2009 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 9th September 2009 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 21st October 2009 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 9th December 2009 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital