

Present:

Mrs A Harwood	Calderdale and Huddersfield NHS Foundation Trust
Mrs S Ebbage	Harrogate and District NHS Foundation Trust
Ms K Kozłowska	Leeds Teaching Hospitals NHS Trust
Dr V Taylor	University of Bradford
Miss E Jehan	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

Apologies

Ms J Duerden, Mrs H Hey, Ms S Walker

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
19	J Toovey welcomed Alison Harwood and Krystina Kozłowska to the Group in their new roles as Lead Nurse for Calderdale & Huddersfield and Leeds respectively. E Jehan to circulate an up to date membership list to the Group.	E Jehan	24.06.09
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
20	The action log from the last meeting was agreed as an accurate record.	N/A	N/A
4. Nursing Vision and Action Plan			
4.2 CNS Audit			
Log No	Action	Lead(s)	Deadline
21	J Toovey gave a brief overview of the CNS Audit and advised the Group that the information has been shared with the national team who have collated it along with similar information from the other Networks. E Jehan to re-circulate the YCN National Audit results	E Jehan	24.06.09
4.3 PANDORA			
Log No	Action	Lead(s)	Deadline
22	J Toovey gave a brief overview of PANDORA and advised the Group that it had been available for the Nurses to view at the Lead Nurse Time Out in May. There was discussion around the Gynaecology Nurses piloting PANDORA as had been discussed at the Time Out, further to this the Group discussed the Lung Nurses Group and the Urology Nurses Group also piloting PANDORA. J Toovey to contact Beverly Hurst, Tracey Hiley and Sue Ronaldson to discuss the Gynaecology Nurses, Lung Nurses and Urology Nurses Groups piloting PANDORA.	J Toovey	24.06.09
23	J Toovey to contact Claire Linley at LTHT to discuss Leeds using PANDORA.	J Toovey	24.06.09

4. Nursing Vision and Action Plan			
4.4 Objective 2: Lead and support nursing contributions in implementation of NICE IOG			
Log No	Action	Lead(s)	Deadline
24	<p>J Toovey advised the Group that they would be taking forward work on Key Worker and Holistic Assessment.</p> <p>J Toovey agreed to put together a list of Key Worker key competencies based on the Skills for Health document.</p> <p>J Toovey to put together a key competencies document for Key Worker.</p>	J Toovey	26.06.09
25	<p>J Toovey advised the Group that she has written the first draft of the Supportive Care Education and Training Strategy which was tabled and discussed.</p> <p>J Toovey invited all members of the Group to submit comments on the Strategy.</p> <p>E Jehan to circulate the Strategy and members of the Group to forward any comments to networkofficer@ycn.nh.uk by Friday 3rd July.</p>	E Jehan / All	03.07.09
26	E Jehan to circulate the Supportive & Palliative Care IOG Priorities/Action Plan to the Group.	E Jehan	26.06.09
4.6 Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies			
27	<p>J Toovey advised the Group that the Psychology Sub Group have developed a Psychology Assessment & Intervention Training Programme for Cancer CNSs and gave a brief overview of the programme.</p> <p>The Group were informed that currently CNSs at Harrogate and Calderdale & Huddersfield are not eligible to attend the course as these Trusts do not have the Psychologist support for the required mentoring sessions, S Ebbage questioned this and it was suggested that if CNSs from these Trusts were willing to travel to take part in the mandatory mentoring sessions then they should be eligible to apply. J Toovey agreed to speak to the Psychology Sub Group about this.</p> <p>Dates have been set for the three training days in October, November and December, with a half day evaluation in June 2010.</p> <p>J Toovey to discuss with the Psychology Sub Group, the eligibility of CNSs from Harrogate and Calderdale & Huddersfield applying for the course.</p>	J Toovey	15.07.09
28	<p>The Group agreed that the Lead Nurses at each Trust would be responsible for nominating CNSs from their Trusts to take part in the Psychology Assessment & Intervention Training Programme for Cancer CNSs.</p> <p>E Jehan to circulate programme and application form to the Lead Nurses Group.</p>	E Jehan	24.06.09
4.7 Cancer Care Education Programme - Update			
Log No	Action	Lead(s)	Deadline
29	<p>J Toovey updated the Group on the Cancer Care Education Programme, there are still several session which need to be reviewed.</p> <p>The Group requested the table of sessions be circulated.</p> <p>E Jehan to circulate the table of sessions to the Group and Lead Nurses to send CNS nominations for the sessions which still need reviewing to networkofficer@ycn.nhs.uk by Friday 26th June.</p>	E Jehan / All	26.06.09

Lead Nurses Group : Actions of the meeting held on Wednesday 10th June 2009 9:30am

4. Nursing Vision and Action Plan			
4.8 Objective 7: Develop and support YCN communication skills strategy			
Log No	Action	Lead(s)	Deadline
30	J Toovey advised the Group that the ACST Training programme is progressing well and two new facilitators have recently been accredited, the YCN is on track to have 14 facilitators accredited by early 2010. There was discussion around facilitators running courses within their Trusts. J Toovey to update the Group as necessary.	J Toovey	Ongoing
5. Lead Nurse Time Out - feedback			
Log No	Action	Lead(s)	Deadline
31	J Toovey advised the Group that the Lead Nurses Time Out in May had been successful, but not all Nurses Groups were represented. E Jehan to circulate the notes from the Time Out to the Lead Nurses and Nurses Groups.	E Jehan	24.06.09
6. Lead Nurses Group Time Out September 2009			
Log No	Action	Lead(s)	Deadline
32	The Group agreed to hold a Time Out in late September/early October. E Jehan to circulate possible dates to the Group for agreement.	E Jehan	24.06.09

Date of Next Meeting(s)

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