

Present:

Ms J Duerden	Airedale NHS Trust
Mrs H Hey	Bradford Teaching Hospitals NHS Foundation Trust
Mrs A Harwood	Calderdale and Huddersfield NHS Foundation Trust
Mrs S Ebbage	Harrogate and District NHS Foundation Trust
Ms K Kozlowska	Leeds Teaching Hospitals NHS Trust
Mr S Bolton	Mid Yorkshire Hospitals NHS Trust
Dr V Taylor	University of Bradford
Mrs T Goldsbrough	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
33	J Toovey welcomed the Group and round table introductions were made. Simon Bolton informed the Group he was attending on behalf of Susan Walker.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
34	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
4. Nursing Vision and Action Plan			
4.02 PANDORA			
Log No	Action	Lead(s)	Deadline
35	J Toovey advised the Group that the Gynaecology Nurses, Urology Nurses and Lung Nurses had been approached to trial PANORA. The Gynaecology Nurses have agreed, the Urology Nurses are unable to undertake the trial due to heavy workloads and the Lung Nurses haven't confirmed either way yet. J Toovey to contact T Hiley, Chair of the Lung Nurses Group.	J Toovey	31.07.09
36	H Hey suggested that the Upper GI & HPB Specialists Groups be approached to take part in the trial as they are in a similar situation as Urology, with being understaffed at both Bradford and Calderdale & Huddersfield. J Toovey agreed to contact Kate Smith, Vice Chair of the Upper GI Specialists in the absence of T Wilcocks (Upper GI & HPB Specialists Sub Group Chair) and a HPB Specialists Vice Chair regarding the Groups involvement in the trial. J Toovey to contact Kate Smith and feedback to the Group at the next meeting.	J Toovey	31.07.09

4. Nursing Vision and Action Plan			
4.02 PANDORA			
Log No	Action	Lead(s)	Deadline
37	J Toovey to contact NHS Improvements for more information once the Lung Nurses, Upper GI Specialists and HPB Specialists have agreed their involvement.	J Toovey	Ongoing
4.03 Evidencing impact of CNS roles			
Log No	Action	Lead(s)	Deadline
38	J Toovey advised the Group that PANDORA will provide a certain amount of information on CNS roles but the Group will also need to work on how to evidence the impact of CNS roles. V Taylor advised the Group of a report by the HLSP that may be useful and agreed to send to J Toovey for wider dissemination. V Taylor to send HLSP report to J Toovey.	V Taylor	31.07.09
39	The Group agreed that further work on evidencing the impact of CNS roles is required, this may involve looking at KSFs, V Taylor agreed to do a literature search focussing on: components of CNS roles, effectiveness of outcomes and service management aspects of CNS roles. V Taylor to feedback at the next meeting.	V Taylor	09.09.09
40	J Toovey informed the Group that Scotland have done some work around CNS roles and agreed to circulate this to the Group. J Toovey to circulate work Scotland have done on CNS roles.	J Toovey	3.07.09
41	J Toovey suggested a smaller Group meet to discuss how to take this work forward. V Taylor, A Harwood and K Kozlowska all agreed to be involved. E Jehan to set up meeting for late August/early September.	E Jehan	31.07.09
4.05 Key Worker Competencies			
Log No	Action	Lead(s)	Deadline
42	J Toovey tabled the Skills for Health document; Communicate effectively with individuals which covers Key Worker Competencies. Group members to send any comments on the competencies to J Toovey (june.toovey@ycn.nhs.uk).	All	14.08.09
4.06 Key Worker Policy Guidelines review			
Log No	Action	Lead(s)	Deadline
43	J Toovey advised the Group that the Key Worker Policy Guidelines are due for review in November and asked the Group for any comments on the document. E Jehan to circulate the Guidelines for comments by 31.08.09.	E Jehan / All	31.07.09
4.07 Holistic Assessment Competencies			
Log No	Action	Lead(s)	Deadline
44	J Toovey tabled the Skills for Health document; Undertake an assessment or re-assessment of a patient which covers Holistic Assessment competencies. Group members to send any comments on the competencies to J Toovey (june.toovey@ycn.nhs.uk).	All	14.08.09

4. Nursing Vision and Action Plan			
4.08 Holistic Assessment Self Assessment tools			
Log No	Action	Lead(s)	Deadline
45	<p>J Toovey advised the Group that she is currently compiling a list of the various Holistic Assessment Self Assessment tools in use and requested that all members of the Group send her the tools used at their Trust.</p> <p>All members of the Group to send J Toovey (june.toovey@ycn.nhs.uk) the Holistic Assessment Self Assessment tools in use at their Trust.</p>	All	31.08.09
4.10 Cancer Care Education Programme - review			
Log No	Action	Lead(s)	Deadline
46	<p>J Toovey advised the Group that most sessions now have a volunteer to review, apart from; Principles & effects of surgical oncology, Diagnosis & staging cancer, Principles & effects of complementary therapy as well as the new Holistic Assessment session which needs a volunteer to write it.</p> <p>J Toovey requested all Lead Nurses to speak to their CNS about undertaking some of these reviews.</p> <p>All members of the Group to speak to their Trust CNSs to find volunteers to review the remaining session.</p>	All	31.07.09
47	<p>T Goldsbrough agreed to review the Diagnosis and Staging Session, A Harwood agreed to find a volunteer to review the Principles & effects of surgical oncology session and J Toovey and V Taylor agreed to write the Holistic Assessment session.</p> <p>E Jehan to send the presentation and speaker notes to T Goldsbrough and A Harwood.</p>	E Jehan	31.07.09
4.11 Psychological Care Education Programme			
Log No	Action	Lead(s)	Deadline
48	<p>J Toovey updated the Group on the Psychology Care Education Programme, the 3 training dates have been booked at the Kingswood Surgery in Harrogate and several applications have been received.</p> <p>A Harwood questioned if a decision had been made about Calderdale & Huddersfield and Harrogate CNS being able to apply for this course, J Toovey advised that the deadline for applications is 31st July and following this, if places are available then they should be offered to these Trusts, J Toovey reiterated that CNS from Calderdale & Huddersfield and Harrogate would have to commit to travel to the 3 training sessions in Harrogate and then the mandatory mentoring sessions which would be held in the other Trusts.</p> <p>J Toovey to contact S Ebbage and A Harwood regarding availability of places on the programme for CNSs from Harrogate and Calderdale & Huddersfield.</p>	J Toovey	07.08.09
49	<p>V Taylor informed the Group that she and J Toovey would be meeting to discuss and agree the competencies.</p> <p>E Jehan to set up a meeting for J Toovey and V Taylor.</p>	E Jehan	31.07.09

4. Nursing Vision and Action Plan			
4.13 Update on Progress			
Log No	Action	Lead(s)	Deadline
50	<p>The Group were updated on the YCN communication skills strategy.</p> <p>Unfortunately one facilitator has had to pull out due to a change in working commitments which leaves the YCN with 13 facilitators; three trained and 10 in the process of being trained.</p> <p>J Toovey informed the Group that she has recently put in a bid for over £100,000 to run programmes and to fund each Trust to have access to the equipment to run programmes locally.</p> <p>H Hey raised concerns about Trusts running their own training courses, with the danger that consultants especially, may feel pressured to check on their workloads if on site and may not fully commit to 3 days out of clinical practice.</p> <p>J Toovey to update the Group at the next meeting.</p>	J Toovey	09.09.09
4.15 Identification of Locality Facilitators			
Log No	Action	Lead(s)	Deadline
51	<p>J Toovey requested that each Trust look at how many facilitators they may need and suggested Bradford and Airedale, and Harrogate and York could link together.</p> <p>Each facilitator must commit to running a minimum of 2 courses per year as well as the initial training.</p> <p>Trust Lead Nurses to feedback to J Toovey how many facilitators their Trust already has/may need.</p>	Lead Nurses	31.07.09
5. Lead Nurse Group Time Out - September 2009			
Log No	Action	Lead(s)	Deadline
52	<p>J Toovey informed the Group that several dates in late September/early October have been identified for the Lead Nurse Time Out.</p> <p>E Jehan to circulate potential dates to the Trust Lead Nurses and Nurses to confirm their preference.</p>	E Jehan / All	31.07.09
6. Lead Nurses Time Out - November 2009			
Log No	Action	Lead(s)	Deadline
53	<p>The Group discussed the Lead Nurses Time Out and agreed that following poor attendance at the last Time Out in May the name of the Time Out needs to be clarified, the Group agreed that many Nurses were under the impression the last Time Out was for the Lead Cancer Nurses only.</p> <p>The Group agreed for the Time Out to be called the Cancer Nurse Leaders Time Out.</p> <p>The Group also felt the audience for the Time Out needed to be defined, previously the invitation had been extended to the Lead Nurses, Chairs and Vice Chairs of the YCN Nurses Groups and any Nurses with roles such as Service Improvement Lead or User Involvement and Patient Information Lead in the NSSGs.</p> <p>It was agreed that the invitation as a starting point would be sent to Nurses with the above roles, but then the Lead Nurses would also be asked to nominate Nurses who they felt have a leading role, or would have a positive role in the future of the Groups.</p> <p>E Jehan to look for possible dates in November for the Time Out.</p>	E Jehan	31.07.09

7. Any Other Business			
Log No	Action	Lead(s)	Deadline
54	<p>Helen Hey reminded the Group that she is leaving her role as Lead Cancer Nurses for Bradford on August 3rd but will be staying with the Trust in a different role. While the post is being advertised Helen has arranged for specific areas of work to be picked up by some of her colleagues:</p> <ul style="list-style-type: none"> • David Tyson will be looking after Holistic Assessment; • Donna Kellet will be running the CNS meetings with assistance from Catherine Wheelhouse; • Sarah Cost will be leading on Patient Information and prescriptions. <p>Bradford will be advertising the Lead Nurse post externally, at 18 hours.</p> <p>J Toovey thanked Helen for all her hard work on the Group over the past few years and the Group wished her well in her new role.</p> <p>E Jehan to remove H Hey from the Lead Nurses Group.</p>	E Jehan	03.08.09
55	<p>Sue Ebbage informed the Group that she will be leaving her role as Lead Cancer Nurse at Harrogate in September, there are no plans with Harrogate at present to advertise the post.</p> <p>Sue will continue to work with the Group until she leaves.</p> <p>S Ebbage to update the Group on Harrogate plans to advertise the Lead Nurse post at the next meeting.</p>	S Ebbage	09.09.09
56	<p>► End of Treatment Support</p> <p>J Toovey informed the Group that she has a meeting planned with Annie Topping and will be forming a small group to meet in the Autumn to take this work forward.</p> <p>J Toovey requested the Group forward her the names of anyone who may be interested in taking this work forward.</p> <p>Members of the Group to send the name of anyone who may be interested in taking part in the work to june.toovey@ycn.nhs.uk</p>	All	Ongoing.

Date of Next Meeting(s)

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