

Actions of the meeting held on
Wednesday 09 September 2009, 09:30

Yorkshire Cancer Network

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

Mrs T Goldsbrough	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

Apologies

Ms J Duerden, Mrs A Harwood, Ms K Kozlowska

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
57	A formal meeting did not take place due to the number of apologies received, however J Toovey gave an update on agenda items.	N/A	N/A
4. Objective 1: New ways of working and role development			
4.1 PANDORA			
Log No	Action	Lead(s)	Deadline
58	J Toovey reported that the Upper GI, Lung and Gynaecology Nurses have agreed to pilot PANDORA. J Toovey to contact NHS Innovations regarding time frames for acquiring password.	J Toovey	30.09.09
59	J Toovey to update the Upper GI, Lung and Gynaecology Nurses.	J Toovey	30.09.09
4.2 CNS role: impact and evidencing			
Log No	Action	Lead(s)	Deadline
60	J Toovey reported that she is meeting with K Kozlowska and A Harwood in October to take this work forward. J Toovey to update the Group at the next meeting.	J Toovey	21.09.09
5. Objective 2: Lead and support nursing contributions in implementation of NICE IOG			
5.1 Key Worker			
Log No	Action	Lead(s)	Deadline
61	J Toovey reported that the competencies for the Key Worker role have been drafted. E Jehan to circulate the draft competencies.	E Jehan	18.09.09
62	Members of the Group to submit any comments on the draft competencies to J Toovey (june.toovey@ycn.nhs.uk) by Wednesday 30th September.	All	30.09.09
5.2 Holistic Assessment			
Log No	Action	Lead(s)	Deadline
63	J Toovey reported the competencies for Holistic Assessment have been drafted. E Jehan to circulate draft competencies to the Group.	E Jehan	18.09.09

5. Objective 2: Lead and support nursing contributions in implementation of NICE IOG			
5.2 Holistic Assessment			
Log No	Action	Lead(s)	Deadline
64	All members of the Group to submit any comments on the competencies for Holistic Assessment to J Toovey (june.toovey@ycn.nhs.uk) by Wednesday 30th September.	All	30.09.09
65	J Toovey reported that it has been suggested that the Network design an audit to cover Holistic Assessment, Key Worker, Consultation Record and Patient Information to link this into the Peer Review process to ensure sustainability in the future Any member of the Group interested in attending a meeting with J Toovey to design the audit to contact E Jehan (emma.jehan@ycn.nhs.uk) by Wednesday 30th September.	All	30.09.09
6. Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies			
6.1 Cancer Care Education Programme - Update			
Log No	Action	Lead(s)	Deadline
66	J Toovey reported that the majority of the Cancer Care Education Sessions have now been reviewed. Once all sessions have been reviewed the course will be made available on the YCN website. J Toovey clarified that the course does not need to be run on 4 consecutive days. J Toovey to update the Group at the next meeting.	J Toovey	21.10.09
6.2 Psychological Care Education Programme - Update			
Log No	Action	Lead(s)	Deadline
67	J Toovey reported that the psychological care competencies for the programme are completed and education programme is full. Clarification has been received from Sarah Catesby on which Trusts are eligible for the course, Calderdale & Huddersfield and Harrogate will not be eligible for the course as these Trusts do not have the level of Psychological support needed available. J Toovey to update the Group at the next meeting.	J Toovey	21.10.09
7. Communication Skills Training			
7.1 Update on ACST			
Log No	Action	Lead(s)	Deadline
68	J Toovey reported that there will be a Tri Network meeting with McGuire in September where poor evaluation of the last ACST course will be discussed. J Toovey to update the Group at the next meeting.	J Toovey	21.10.09
7.2 Network Sustainability			
Log No	Action	Lead(s)	Deadline
69	J Toovey reported that there will be a Tri Network meeting with the SHA in October to discuss sustainability due to a decrease in National funding. J Toovey to update the Group at the next meeting.	J Toovey	21.10.09

7. Communication Skills Training			
7.3 Identification of Facilitators			
Log No	Action	Lead(s)	Deadline
70	<p>J Toovey reported that by March 2010 there is the potential to start training new facilitators.</p> <p>Lead Nurses to contact Pauline Atha (pauline.atha@ycn.nhs.uk) with nominations for new facilitators.</p>	All	Ongoing
8. Lead Nurses Group Time Out Agenda (September 09)			
Log No	Action	Lead(s)	Deadline
71	<p>J Toovey discussed the agenda for the Lead Nurse Time Out, topics to be covered to include:</p> <ul style="list-style-type: none"> • Nursing Vision and Action Plan • Supportive & Palliative Care Guidance • Impact and evidencing CNS roles • Leadership and CNS development <p>E Jehan to circulate a draft programme to the Trust Lead Nurses.</p>	E Jehan	18.09.09
9. Cancer Nurse Leaders Time Out Agenda (November 09)			
Log No	Action	Lead(s)	Deadline
72	<p>J Toovey discussed the agenda for the Cancer Nurse Leaders Time Out, it was suggested that invites are extended to:</p> <ul style="list-style-type: none"> • Nurse Group Chairs/Vice Chairs • Nursing leads on NSSGs • User Involvement & Patient Information Leads • MDT Nursing Leads <p>Suggested topics to be included:</p> <ul style="list-style-type: none"> • Nursing Vision and Action Plan • Leadership and development • Development Pathway to becoming a CNS • Evidencing CNS roles • Clinical supervision • Survivorship agenda • Patient centred care <p>The Time Out is provisionally held for 13th November.</p> <p>It was suggested that the final agenda for the Cancer Nurse Leaders Time Out be agreed at the Lead Nurse Time Out.</p> <p>E Jehan to draft programme for discussion at the Lead Nurse Time Out.</p>	E Jehan	28.09.09
10. Any Other Business			
Log No	Action	Lead(s)	Deadline
73	<p>► Macmillan Group Learning and Development Grant</p> <p>J Toovey reported that Grants are available from Macmillan for Learning/Education and Development projects.</p> <p>Currently the Rehab Group are looking in to a training DVD.</p> <p>J Toovey to update the Group at the next meeting.</p>	J Toovey	21.10.09

Date of Next Meeting(s)

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