

Actions of the meeting held on
Wednesday 20 January 2010, 10:00

Yorkshire Cancer Network

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

Present:

Ms D Kellet	Bradford Teaching Hospitals NHS Foundation Trust
Mrs A Harwood	Calderdale and Huddersfield NHS Foundation Trust
Ms K Kozłowska	Leeds Teaching Hospitals NHS Trust
Mrs T Goldsbrough	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

Apologies

Ms J Duerden, Ms R Hollis, Ms P Middlebrook, Dr V Taylor

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
91	June Toovey welcomed the Group and introductions were made: Marie Wilde, Urology CNS represented Mid Yorks and Donna Kellet, Colorectal CNS represented Bradford. To include Marie Wilde and Donna Kellet in the circulation of the Action Log.	E Jehan	03.02.2010
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
92	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 Trust Lead Nurse posts - update			
Log No	Action	Lead(s)	Deadline
93	June Toovey reported that Bradford are interviewing for their Lead Nurse post at the end of January. Mid Yorkshire are currently putting together the Job Description and banding for their Lead Nurse post, Alison Harwood reported that she has been asked to be involved in this. To update the Group at the next meeting.	J Toovey	10.03.2010
4. Cancer Nursing Strategic Development Plan			
4.1 Agreement			
Log No	Action	Lead(s)	Deadline
94	The Group worked through the Lead Nurses Group Cancer Nursing Strategic Development Plan 2010-2013 and finalised the content. The Group agreed the document as the final version following changes to the Lead and Time Scale columns. To make changes to Lead and Time Scale columns.	E Jehan	03.02.2010
95	To upload the Strategic Development Plan 2010-2013 to the YCN website.	E Jehan	03.02.2010

4. Cancer Nursing Strategic Development Plan			
4.1 Agreement			
Log No	Action	Lead(s)	Deadline
96	The Group discussed objective 6.f and agreed to set up an Education Sub Group to take this work forward. To add to next agenda.	E Jehan	03.02.2010
4.2 Progress Report from the Cancer Nursing Vision and Action Plan			
Log No	Action	Lead(s)	Deadline
97	To circulate to Nurses Groups and Trust Lead Managers for comments/amendments by Friday 5th February.	E Jehan	05.02.2010
98	To upload to YCN website.	E Jehan	12.02.2010
4.3 Implementation			
Log No	Action	Lead(s)	Deadline
99	June Toovey informed the Group that there is a page on the website for Nursing and this isn't being utilised. The Group agreed to discuss this in more detail at the next meeting. To add to next agenda.	E Jehan	03.02.2010
4.4 Supporting Site Specific Nursing Groups			
Log No	Action	Lead(s)	Deadline
100	<p>June Toovey informed the Group that she has been unable to support the Nurses Groups at the level they require in recent months due to an increasingly heavy workload, the Group discussed how the Trust Lead Nurses can help support the 10 Network Nurses Groups and agreed which Groups they will support:</p> <ul style="list-style-type: none"> ▶ Alison Harwood agreed to support the Gynaecology Nurses and the Head & Neck Specialist Group. ▶ Tracey Goldsbrough agreed to support the Upper GI & HPB Specialists and the Colorectal Nurses. ▶ Krystina Kozlowska agreed to support the Skin Nurses and the Haematology Nurses. ▶ June Toovey would support the Urology Nurses, Breast Nurses and Chemotherapy Nurses. <p>The aim is that the Lead Nurses will feed back Nursing Group issues, concerns and work streams at the Lead Nurses Group meetings.</p> <p>The support will be re-addressed when Lead Nurses are appointed at Mid Yorks and Bradford.</p> <p>To write to the Nurses Group Chairs to inform them of changes to their Group support.</p>	J Toovey	03.02.2010
101	To contact each Trust Lead Nurses with the details of the Nurses Group they are to support.	E Jehan	03.02.2010

5. Cancer Nursing Role Development			
5.1 PANDORA update			
Log No	Action	Lead(s)	Deadline
102	<p>June Toovey informed the Group that the funding for the PANDORA trial is in place and the website hosting has been agreed.</p> <p>To outstanding work is to agree the contract for the hosting arrangements with NHS Calderdale.</p> <p>To feedback to the Group when more information is available.</p>	J Toovey	Ongoing
5.2 CNS role impact and evidence			
Log No	Action	Lead(s)	Deadline
103	<p>June Toovey informed the Group that a meeting has been arranged for 10am-12pm on Tuesday 23rd February to take forward this work.</p> <p>Donna Kellet expressed an interest in being involved.</p> <p>The Group agreed to resend the email call for CNSs interested in taking the work forward and Trust Lead Nurses agreed to seek interest locally.</p> <p>To resend call for interested CNSs to Nurses Groups.</p>	E Jehan	03.02.2010
104	To seek local interest and feed back names to Emma Jehan (emma.jehan@ycn.nhs.uk).	Trust Lead Nurses	03.02.2010
6. IOG Implementation			
6.1 Supportive & Palliative Care documents uploaded to the website			
Log No	Action	Lead(s)	Deadline
105	<p>June Toovey informed the Group that the following documents previously agreed have been finalised, formatted and uploaded to the YCN website (http://www.ycn.nhs.uk/html/publications/guidelines_supportive.php):</p> <ul style="list-style-type: none"> ▶ YCN Supportive Care Education and Training Strategy ▶ YCN Holistic Assessment Guidelines ▶ YCN Holistic Assessment Competencies ▶ YCN Competencies for the Key Worker Role ▶ YCN Operational Policy Recommendations for the Key Worker 	N/A	N/A
6.2 Holistic Assessment			
Log No	Action	Lead(s)	Deadline
106	<p>June Toovey informed the Group that Jane Archer, YCN Patient Information & Support Manager is putting together a Network Patient Information resource on Holistic Assessment, this is currently in draft and will be sent to the Network Editorial Panel when ready.</p> <p>To send to Trust Lead Nurses prior to sending to the Network Editorial Panel.</p>	E Jehan	03.02.2010
107	<p>The Group agreed that Holistic Assessment is problem in most sites and expressed their concern for the Supportive & Palliative Care audit to be piloted as soon as possible.</p> <p>To feedback at the next meeting.</p>	All	10.03.2010
6.3 Key Worker			
Log No	Action	Lead(s)	Deadline
108	Group members reported that Key Worker is working well.	N/A	N/A

6. IOG Implementation			
6.4 Audit Tool for Peer Review			
Log No	Action	Lead(s)	Deadline
109	The audit was agreed and Tracey Goldsbrough reported she has CNSs in 3 sites willing to pilot the audit, the Group agreed for the pilot to start in York ASAP and Tracey agreed to feedback and problems/amendments to June Toovey. York to begin pilot of Supportive & Palliative Care audit.	T Goldsbrough	Ongoing
110	To feedback any changes/amendments to June Toovey.	T Goldsbrough	Ongoing
111	To take the Audit to the Commissioning Group for sign off.	J Toovey	Ongoing
7. Assess and Develop Nurses Knowledge			
7.1 Cancer Care Education Programme - Update			
Log No	Action	Lead(s)	Deadline
112	June Toovey reported that all aspects of the Cancer Care Education Programme have now been reviewed and updated as necessary. Philip Melling, YCN Information Manager has been able to develop a secure way to upload the presentations on the YCN website; this means facilitators will be able to download the 3 or 4 day programme and the YCN can make changes quicker and easier than previously when the programme was on a CD. Donna Kellet reported Bradford are running the 4 day programme over 4 consecutive weeks in late March, and Tracey Goldsbrough reported York are running the 3 day programme in April. To upload the Programme to the YCN website.	E Jehan	03.02.2010
7.2 Psychological Care Education Programme - Update			
Log No	Action	Lead(s)	Deadline
113	June Toovey reported that the 3 day programme has now finished and has evaluated very well, delegates have now moved in to the mentoring phase, the final evaluation day is to take place in June. To feed back overall results.	J Toovey	21.07.2010

8. Communication Skills Training			
8.1 Network Sustainability			
Log No	Action	Lead(s)	Deadline
114	<p>Discussions with university representatives across the SHA has identified that the current 'Connected' programme would be too expensive to deliver within the Continuing Professional Development funding system. Therefore the 'Connected' programme, may not be sustainable across the SHA.</p> <p>June Toovey reported she is working with Chris Holroyd at the SHA to develop a more sustainable way to deliver Communication Skills Training across the Network, this will firstly involve critically appraising the existing ACST provision for content, outcomes and deliverables, secondly facilitating work with university representatives across the SHA to agree the learning outcomes, minimum content, assessment and evaluation criteria for ACST programmes and working with the National Cancer Action Team 'Connected' Programme team to determine if the agreed learning outcomes and minimum content meet the requirements of the 'Connected' Programme and finally evaluating the delivery of ACST programmes University delivered and 'Connected' using the agreed evaluation criteria.</p> <p>J Toovey to update the Group at the next meeting.</p>	J Toovey	10.03.2010
8.2 Backfill costs			
Log No	Action	Lead(s)	Deadline
115	<p>June Toovey tabled a Network proposal for the Backfill for ACST Facilitators, the Group agreed this in principle and agreed to bring the proposal to their Trust Lead Managers attention for their agreement.</p> <p>To bring proposal to the attention of Trust Lead Managers for agreement.</p>	Trust Lead Nurses	29.01.2010
116	To take the proposal to the Lead Managers meeting.	J Toovey	29.01.2010
9. Cancer Nurses Time Out			
Log No	Action	Lead(s)	Deadline
117	<p>The Group discussed the Cancer Nurses Time Out and agreed to hold 1 per year.</p> <p>The Group agreed for the next Time Out to take place in October at the Pavilions of Harrogate.</p> <p>June Toovey informed the Group that YCRN Manager, Fiona Halstead has requested a slot on the programme to discuss research, discussion followed regarding whether the Time Out programmes have previously reached the Research Nurses.</p> <p>June Toovey informed the Group that feedback from previous Time Outs has highlighted that Leadership is a popular and useful topic, and reported that she has been in contact with the team at Bradford University who run the Chairs and Vice Chairs Development Programme about them running a Leadership session at the next Time Out.</p> <p>To provisionally book an October date for the Time Out.</p>	E Jehan	03.02.2010
118	To ask Fiona Halstead to circulate the programme to the Research Nurses once developed.	J Toovey	Ongoing
119	To add to the next meeting agenda.	E Jehan	03.02.2010

10. Any Other Business			
Log No	Action	Lead(s)	Deadline
120	June Toovey informed the Group that the Standards of Care for Secondary Breast Cancer are available for use.	N/A	N/A
121	<p>► Complementary Therapy Peer Review</p> <p>June Toovey informed the Group that the Network is required to undertake a peer review self assessment against the complementary therapy quality measures this year and requested the Trust Lead Nurses to nominate professionals (both complementary therapists and clinical professionals interested in complementary therapy services) to form a task and finish group to produce the network criteria.</p> <p>To resend email to Trust Lead Nurses.</p>	E Jehan	03.02.2010
122	<p>► Urology CNSs</p> <p>June Toovey informed the Group that the lack of Urology CNSs across the Network was raised as a concern following the Peer Review Internal Validation and the Chair of the Urology NSSG agreed to provide further information.</p> <p>Tracey Goldsbrough reported that she has put a bid in to Macmillan for a band 6 and a band 3 support worker.</p> <p>Marie Wilde reported that Mid Yorks have advertised their vacancy for a second band 6.</p> <p>The Group agreed to discuss further at the next meeting.</p> <p>To add to the next meeting agenda.</p>	E Jehan	03.02.2010
123	<p>► Patient Experience Surveys</p> <p>Members of the Group queried how the role out of the Patient Experience surveys is progressing, June Toovey reported that the Network has purchased the SNAP software and training for localities is in the process of being arranged, this has been delayed as Colin Sloane has been off work sick for several weeks.</p> <p>To circulate dates for training when arranged.</p>	E Jehan	Ongoing.

Date of Next Meeting(s)

Wednesday 10th March 2010 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 21st April 2010 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 9th June 2010 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 21st July 2010 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 8th September 2010 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 20th October 2010 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 8th December 2010 9:30am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital