

Present:

Ms P Middlebrook	Harrogate and District NHS Foundation Trust
Ms K Kozlowska	Leeds Teaching Hospitals NHS Trust
Dr V Taylor	University of Bradford
Mrs T Goldsbrough	York Hospitals NHS Foundation Trust
Ms A Marsch	
Miss E Jehan	Yorkshire Cancer Network
Ms S McKiniry	
Mrs J Toovey (Chair)	

Apologies

Ms J Duerden, Mrs A Harwood, Ms R Hollis, Mrs M Wilde

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	June Toovey welcomed the Group and introductions were made. The Group welcomed Sherry McKiniry who has recently joined the Network as the YCN & HYCCN AHP Lead.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
2	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
3	The Group were informed that Marie Wilde is now is post at Mid Yorkshire. June Toovey reported she has been in contact with Sally Scales, Deputy Director of Nursing at Bradford to discuss time frames for appointing a Lead Nurse in Bradford. To update the Group at the next meeting.	J Toovey	09.06.2010
4	To update the Group at the next meeting.	J Toovey	09.06.2010

4. Cancer Nursing Strategic Development Plan			
4.1 Implementation			
Log No	Action	Lead(s)	Deadline
5	<p>The Group were informed that the Cancer Nursing Strategic Development Plan and the Lead Nurses Vision Review and Progress Report will be uploaded to the YCN website and circulated across the Network by the end of the month.</p> <p>To format documents, upload to YCN website and circulate to Lead Nurses, Lead Managers, Commissioners, Deputy Directors of Nursing and all Nurses Groups.</p>	E Jehan	05.05.2010
6	<p>The Group agreed to use the high level objectives set out in the Strategic Development Plan as the agenda items for future meetings.</p> <p>To set future meeting agendas based on Strategic Development Plan.</p>	E Jehan	Ongoing
5. Cancer Nursing Role Development			
5.1 PANDORA			
Log No	Action	Lead(s)	Deadline
7	<p>June Toovey gave a brief overview of PANDORA for new members.</p> <p>The contract with Innovations London for the 200 PANDORA logins has now been signed and returned by NHS Calderdale.</p> <p>An email has been sent to all Nurse Group Chairs for expressions of interest, Trust Lead Nurses were asked to encourage CNSs to sign up.</p> <p>The Group agreed that the pilot should be undertaken across at least 1 site where CNSs are in post at each Trust in order to set a benchmark.</p> <p>To encourage CNSs to sign up to PANDORA trial.</p>	Trust Lead Nurses	05.05.2010
5.2 CNS role impact and evidence			
Log No	Action	Lead(s)	Deadline
8	<p>June Toovey informed the Group that the second meeting of the CNS Role Impact & Evidence Group has taken place and Group has pulled together a list of non clinical aspects of the CNS role.</p> <p>To send meeting notes supporting papers to the Lead Nurses.</p>	E Jehan	05.05.2010
9	<p>The CNS Role Evidence & Impact Group are looking to run a workshop in early July to gain agreement of CNS advanced practice requirements in the Network clinical pathways to provide Commissioners with advice on how the core clinical aspects of the CNS role could be delivered cost effectively.</p> <p>It was agreed that 2/3 Nurses Groups should be invited to the workshop as the core elements of the CNS role may be the same across sites.</p> <p>To circulate workshop date to Lead Nurses.</p>	E Jehan	05.05.2010
10	To email Nurse Group Chairs for expressions of interest.	J Toovey	05.05.2010

6. Supportive & Palliative Care IOG implementation update			
Log No	Action	Lead(s)	Deadline
11	<p>June Toovey informed the Group that she has met with Justine Palin (NCAT) and Jackie Simpkin (Y&H SHA) to discuss the future monitoring of the Supportive & Palliative Care IOG.</p> <p>A Tri-Network meeting is now being planned between June Toovey, Julie Bielby, Judith Bird and Jackie Simpkin to look at how the SHA will continue to monitor the implementation of the Guidance.</p> <p>The Supportive & Palliative Care Steering Group is now meeting every 3 months (previously every 6 weeks) and the Group agreed these meetings would serve as Network monitoring.</p> <p>June Toovey informed the Group that the Supportive & Palliative Care dashboard will now included in the Network Board Performance Report (tabled at the Board every 3 months).</p> <p>To update the Group at the next meeting.</p>	J Toovey	09.06.2010
6.1 Holistic Assessment			
Log No	Action	Lead(s)	Deadline
12	<p>The Group were informed that the Holistic Needs Assessment Patient Information Resource is in development.</p> <p>June Toovey reported that following discussion at the last meeting she has discussed funding to develop HNA on PPM with Carol Ferguson, Network Service Improvement Lead. The Group discussed this further and it was agreed to hold a meeting with the Network, Trust Lead Nurses and LTHT.</p> <p>To arrange a meeting to discuss HNA on PPM.</p>	E Jehan	05.05.2010
6.2 Audit Tool for Peer Review - update			
Log No	Action	Lead(s)	Deadline
13	<p>Tracey Goldsbrough reported that York have been using the Audit Tool without the HNA section. It was agreed that including the HNA section was required to identify areas where it was challenging.</p> <p>Krystina Kozlowska reported that Leeds are starting to look at using the Audit Tool.</p> <p>Paula Middlebrook reported that Harrogate will begin to use the Audit Tool in June.</p> <p>To update the Group at the next meeting.</p>	Trust Lead Nurses	09.06.2010
7. Supporting Site Specific Nursing Groups - update			
Log No	Action	Lead(s)	Deadline
14	<p>The Trust Lead Cancer Nurses present at the meeting reported that they have not yet attended any Site Specific Nurses Groups but have dates in their diaries.</p> <p>To feedback to the Group at the next meeting.</p>	Trust Lead Nurses	09.06.2010

Date of Next Meeting(s)

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

Monday 11th October 2010 2:00pm

Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Time Out]

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