

Present:

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

Apologies

Ms P Middlebrook

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
15	June Toovey welcomed the Group and round table introductions were made.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
16	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
17	The Group were informed that Bradford plan to appoint a combined post. The job description has been developed and has gone for approval. To update the Group at the next meeting.	J Toovey	21/07/2010

Lead Nurses Group : Actions of the meeting held on Wednesday 9th June 2010 9:30am

4. New Ways of Working			
Log No	Action	Lead(s)	Deadline
18	<p>► Nurse Led Clinic Guidelines</p> <p>The Group discussed if this was a piece of work they wanted to take forward, it was agreed that Trusts have protocols in place.</p> <p>It was agreed to form a working group to pull together the guidance currently available in individual Trusts.</p> <p>To send names of CNSs interested in this area of work to June Toovey.</p>	Lead Nurses	23/06/2010
19	To send relevant Trust wide guidance/protocols to June Toovey.	Lead Nurses	23/06/2010
20	To arrange a meeting to take this work forward in early October.	E Jehan	30/07/2010
21	<p>► Holistic Needs Assessment</p> <p>Krystina Kozlowska reported that the Holistic Needs Assessment requirements for PPM have been developed, this is in the early stages but is moving forward.</p> <p>The Group agreed to recommend the use of the Distress Thermometer to ensure a consistent approach across the Network.</p> <p>To update the Group at the next meeting.</p>	J Toovey / K Kozlowska	21/07/2010
5. Sharing and Adopting Good Practice			
Log No	Action	Lead(s)	Deadline
22	<p>June Toovey reported that she has recently met with the Nurse Directors from the Humber & Yorkshire Coast Cancer Network, North Trent Cancer Network and North of England Cancer Network. It has been agreed to take forward a Cancer Nursing conference with each Network presenting on agreed themes of good practice identified in the Network.</p> <p>June Toovey informed the Group that she will be leading on this conference and drafting a programme.</p> <p>To update the Group at the next meeting.</p>	J Toovey	21/07/2010
6. Improve Quality and Efficiency through Service Development			
Log No	Action	Lead(s)	Deadline
23	<p>The Group discussed progress with the Supportive & Palliative Care Audit, it was reported that all Trusts have begun to use the audit tool.</p> <p>To update the Group at the next meeting.</p>	J Toovey	21/07/2010

7. User Involvement			
7.1 Key Worker Card - update			
Log No	Action	Lead(s)	Deadline
24	<p>Colin Sloane gave the Group a brief background to the Key Worker Card which was developed by the North of England Cancer Network and has been piloted in York.</p> <p>Following discussion the Group agreed to take the Key Worker Card back to their Trusts and feed comments back to the Group at the next meeting.</p> <p>Concerns were raised that a key worker referral system needs to be in place to make sure that they new Key Worker is aware of the patient.</p> <p>To feedback Trust comments at the next meeting.</p>	Lead Nurses	21/07/2010
25	To add to the next meeting agenda.	E Jehan	23/06/2010
26	To circulate the electronic version of the Key Worker Card.	C Sloane	23/06/2010
8. Development of Care Across Patient Pathway - including Survivorship and Follow Up			
Log No	Action	Lead(s)	Deadline
27	<p>June Toovey reported that the Network plans to appoint a 3 year project post to look at Survivorship.</p> <p>The Network have been approached by Macmillan with funding for a 2 year Information post to focus on implementing the Information Prescriptions.</p> <p>June Toovey is meeting with Steve Edwards, Macmillan Development Manager to look at the Information post and discuss Follow Up/Survivorship.</p> <p>The Group discussed when in the patient pathway Survivorship should be addressed and agreed to think about Survivorship work streams.</p> <p>To discuss further at the next meeting.</p>	All	21/07/2010
9. Cancer Education			
Log No	Action	Lead(s)	Deadline
28	<p>June Toovey informed the Group that the Education Sub Group are looking at a 1 year development programme for new CNSs.</p> <p>Tracey Goldsbrough informed the Group that the Cancer Care Education Programme has been run in York and the facilitators have highlighted changes that need to be made to individual sessions. June Toovey advised the Group that now the Programme is online, changes can be made to individual sessions when necessary.</p> <p>To circulate the minutes of the Education Sub Group meeting to the Group.</p>	E Jehan	23/06/2010
29	To feedback changes to the Cancer Care Education Programme to Emma Jehan.	T Goldsbrough	Ongoing

Lead Nurses Group : Actions of the meeting held on Wednesday 9th June 2010 9:30am

10. Communication Skills (ACST)			
Log No	Action	Lead(s)	Deadline
30	<p>June Toovey informed the Group that the Network Action Plan has been submitted to the National Connected Programme and further information has been requested regarding the number of core MDT members registered and not registered for the programme. This information has now been fed back.</p> <p>The Group requested the list of Trust core MDT members who haven't registered for ACST.</p> <p>To circulate list of core MDT members who haven't register for ACST.</p>	P Atha	23/06/2010
31	<p>It has been raised at the Network Board that potentially Radiologists do not have the level of clinical contact that would require them to undertake the ACST. It has been highlighted that for some clinical pathways there will be a requirement for Radiologists to have significant discussions with patients to enable them to move onto the next stage of the pathway.</p> <p>June Toovey has been in contact with the Network Radiology Group for their views and will develop Guidelines on the need for ACST.</p> <p>To update the Group at the next meeting.</p>	J Toovey	21/07/2010
32	<p>ACST funding until March 2011 has been secured and the Group were informed that funds have been put aside to purchase ACST equipment for each locality; this means that each locality would be able deliver the ACST course in house.</p> <p>To update the Group at the next meeting.</p>	J Toovey	21/07/2010
33	<p>Localities interested in having the equipment to deliver the programme to contact June Toovey.</p>	All	Ongoing
11. CNS Support			
11.1 PANDORA			
Log No	Action	Lead(s)	Deadline
34	<p>June Toovey reported that the next step for the Network to assign log in user names and passwords for Trust CNSs. Leeds, Harrogate and Airedale are still to confirm the names and contact email addresses of their CNSs for log in details to be assigned.</p> <p>PANDORA was demonstrated for the Group and following discussion it was agreed that CNSs would need to collect 20-30 days of data over a 6 month period starting June/July.</p> <p>Marie Wilde reported that she has a number of new starters of the summer and agreed to start using PANDORA in September.</p> <p>The Group agreed it may be easier for CNSs to use a paper based tool then input information for several days at once.</p> <p>To circulate PANDORA user names and passwords.</p>	E Jehan	23/06/2010
35	<p>To circulate a paper based PANDORA tool.</p>	E Jehan	23/06/2010
36	<p>To return CNS contact information.</p>	K Kozlowska, J Duerden, P Middlebrook	23/06/2010

12. Any Other Business			
Log No	Action	Lead(s)	Deadline
37	<p>► Psychology Assessment & Intervention Training Programme for Cancer CNSs</p> <p>The Group were informed that the Network Psychology Group have agreed to run the course for a second time following the successful pilot.</p> <p>Difficulties were experienced with 2 delegates from Bradford unable to undertake the full period of mentoring due to long term sick leave.</p> <p>The Psychologists have agreed 4 places for Airedale (2 Specialist Palliative Care), 3 places for Leeds, 3 places for Mid Yorkshire and 2 places for York. Places for CNSs in Bradford may become available at a later date.</p> <p>The next step will be to look at delivering the programme through the Universities with Psychologist support.</p> <p>To circulate the programme and registration form to the Lead Nurses.</p>	E Jehan	23/06/2010
38	<p>► Future meetings</p> <p>Members of the Group requested that future meetings be extended to 2 hours.</p> <p>To extend future meetings.</p>	E Jehan	23/06/2010
39	<p>June Toovey informed the Group that she has been contacted by Breakthrough Breast Cancer with a request to work with them to develop a Service Pledge for Breast Cancer Services.</p> <p>To send information to Lead Nurses and Breast Nurses.</p>	J Toovey	23/06/2010

Date of Next Meeting(s)

Monday 28th June 2010 2:00pm

St Gemma's Hospice, Moortown, Leeds, LS17 6QD [Workshop]

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