

**Present:**

Ms R Logan	Bradford Teaching Hospitals NHS Foundation Trust
Mrs A Harwood	Calderdale and Huddersfield NHS Foundation Trust
Ms P Middlebrook	Harrogate and District NHS Foundation Trust
Miss R Hollis	Leeds Teaching Hospitals NHS Trust
Ms K Kozłowska	
Mrs M Wilde	Mid Yorkshire Hospitals NHS Trust
Dr V Taylor	University of Bradford
Mrs T Goldsbrough	York Teaching Hospital NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

**Apologies**

Mrs P Dyminski

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
134	June Toovey informed the Group that due to low attendance the December meeting did not go ahead.  The action log from the November meeting was agreed as an accurate record.	N/A	N/A
<b>4. Guidelines for review</b>			
<b>4.1 YCN Operational Policy Recommendations for the Key Worker</b>			
Log No	Action	Lead(s)	Deadline
135	The Group agreed that small changes to the YCN Operational Policy Recommendations for the Key Worker are required.  To make agreed amendment to the document.	J Toovey	25/01/2012
<b>4.2 YCN Holistic Assessment Competencies</b>			
Log No	Action	Lead(s)	Deadline
136	The Group agreed that no changes to the YCN Holistic Assessment Competencies are required, however a section does need to be included regarding use of the Distress Thermometer.  To make agreed addition to the YCN Holistic Assessment Competencies.	J Toovey	25/01/2012
<b>4.3 YCN Competencies for the Key Worker Role</b>			
Log No	Action	Lead(s)	Deadline
137	The Group agreed that no changes to the YCN Competencies for the Key Worker Role are required.  To change the review dates and upload to the YCN website.	E Jehan	25/01/2012

<b>4. Guidelines for review</b>			
<b>4.4 YCN Criteria for Complementary Therapists</b>			
Log No	Action	Lead(s)	Deadline
138	<p>June Toovey tabled the YCN Criteria for Complementary Therapists and drew attention to changes made; following discussion these changes were agreed.</p> <p>To upload the revised document to the YCN website.</p>	E Jehan	25/01/2012
<b>5. CNS Census 2011</b>			
Log No	Action	Lead(s)	Deadline
139	<p>Members of the Group fed back that some information provided to the National Team is inaccurate, it was agreed to provide both the National Team and June Toovey with the accurate information.</p>	All	25/01/2012
<b>6. Sharing and Adopting Good Practice</b>			
<b>6.1 Network Updates</b>			
Log No	Action	Lead(s)	Deadline
140	<p>Rachel Hollis informed the Group that a CYP Lead Nurses Group has been established and a Terms of Reference produced, Rachel will continue to link into the Lead Nurses Group and will link with the HYCCN.</p>	N/A	N/A
<b>6.2 Attendance at Nurses Groups</b>			
Log No	Action	Lead(s)	Deadline
141	<p>Reports have been produced for each Trust highlighting which CNSs regularly attend YCN Nurse Group meetings.</p> <p>To circulate reports to the Lead Nurses.</p>	E Jehan	25/01/2012
<b>6.3 Feedback from Localities and Nurses Groups</b>			
Log No	Action	Lead(s)	Deadline
142	<p>June Toovey informed the Group that following the joint meeting between several Lead Cancer Nurses and the Gynaecology Nurses Group, a recommendations paper has been circulated for comments (to the Lead Nurses and Chair of the Nurses Group only).</p> <p>Following the Nurse Group Chair &amp; Vice Chair meetings several of the Nurses Groups have planned workshops to take forward particular areas of work.</p> <p>The Nurse Group Chairs and Vice Chairs have now attended the 2 Development Programme catch up days and are now part of the wider programme with the NSSG Chairs and Vice Chairs.</p> <p>To update the Group at the next meeting.</p>	All	14/03/2012
143	<p>Several Nurse Group Chairs and Vice Chairs have requested a joint meeting with the Lead Nurses Group, it was agreed these meetings should take place twice a year or as necessary.</p> <p>To arrange joint meeting for May 2012.</p>	E Jehan	25/01/2012

<b>8. User Involvement</b>			
<b>8.1 Patient Survey &amp; Supportive Care Reports - update as required</b>			
Log No	Action	Lead(s)	Deadline
144	<p>June Toovey informed the Group that she will produce these reports for each cancer site once the 2011-12 Patient Survey results are available. These reports will again contain the CNS Census results and will include the old Supportive Care audit results unless sites repeat the audit.</p> <p>To produce reports and circulate to the Group.</p>	J Toovey	Ongoing
<b>9. Development of Care Across Patient Pathway - including Survivorship and Follow Up</b>			
<b>9.1 Information Prescriptions - Update</b>			
Log No	Action	Lead(s)	Deadline
145	<p>The Group were informed that Hannah Hurley, Macmillan Information Prescriptions Programme Manager is unfortunately off work sick at present and June Toovey offered her support to Trusts.</p> <p>► Post Meeting Note</p> <p>Hannah Hurley has now returned to work.</p> <p>To contact June Toovey or Hannah Hurley for support if required.</p>	All	Ongoing
<b>9.2 Survivorship Agenda</b>			
Log No	Action	Lead(s)	Deadline
146	<p>June Toovey informed the Group that she is in the process of writing a proposal for the Macmillan Head &amp; Neck whole system change.</p> <p>Lorraine Cooper, YCN Survivorship Programme Manager continues to progress various pieces of work.</p> <p>To update the Group at the next meeting.</p>	J Toovey	14/03/2012
<b>9.3 Holistic Needs Assessment - Distress Thermometer Implementation</b>			
Log No	Action	Lead(s)	Deadline
147	<p>Members of the Group continued to express concerns regarding the use of the word "distress", feedback from the Psychology Group is that this is a nationally recognised tool and the title cannot be changed. Krystina Kozlowska tabled feedback from a patient regarding being put off by the use of the word distress.</p> <p>Following the discussion of various options for moving forward, it was suggested that June Toovey write a paragraph explain the tool and its uses, which Trusts could use as an accompanying letter when sending the tool to patients for completion.</p> <p>To draft a paragraph and circulate to the Lead Nurses and Psychology Group for comments.</p>	J Toovey	25/01/2012

<b>9. Development of Care Across Patient Pathway - including Survivorship and Follow Up</b>			
<b>9.4 Advanced Communication Skills</b>			
Log No	Action	Lead(s)	Deadline
148	<p>June Toovey informed the Group that there has been agreement that the ACST course will be delivered in 2 days. At present the ACST Facilitators are being retrained to deliver the course in a shorter time frame and it is anticipated the new 2 day model will run from April 2012.</p> <p>A discussion paper, updated following presentation at the recent Lead Cancer Teams meeting, was tabled and discussion took place regarding potential future costings of the programme.</p> <p>To feedback preferred delivery approach to June Toovey.</p>	All	25/01/2012
149	To update the Group at the next meeting.	J Toovey	14/03/2012
<b>10. Cancer Education</b>			
<b>10.1 1 day Cancer Education Programme for un-registered staff</b>			
Log No	Action	Lead(s)	Deadline
150	<p>June Toovey tabled a flyer for a new e-learning tool 'Understanding Cancer', available via the NCIN website and aimed at non-clinical staff.</p> <p>It was suggested that this replace the YCN 1 Day Cancer Education Programme for un-registered staff which has not been completed.</p> <p>► Post Meeting Note</p> <p>Feedback from the NCIN is that self registration via the NCIN website (<a href="http://www.ncin.org.uk/cancer_information_tools/training/default.aspx">http://www.ncin.org.uk/cancer_information_tools/training/default.aspx</a>) will be available from early February, the modules will be launched on April 2nd.</p> <p>To circulate the flyer with the action log.</p>	E Jehan	25/01/2012
<b>10.2 Psychological Care Education Programme - Update</b>			
Log No	Action	Lead(s)	Deadline
151	Participants have now completed the 3 taught days and are undergoing a 6 month period of mentoring prior to the evaluation session in July 2012.	N/A	N/A
152	<p>June Toovey informed the Group that she has received clarification from the National Peer Review Team regarding level 2 psychology:</p> <ul style="list-style-type: none"> <li>• Scenario 1 - compliant The team member has undertaken the ACST but not the Network Psychology course. They have however previously undertaken and passed a counselling course accredited by BACP but are not a practicing counsellor.</li> <li>• Scenario 2 - non-compliant The team member has undertaken the ACST but not the Network Psychology course. They have however previously undertaken and passed a non BACP accredited counselling course and are not a practicing counsellor.</li> <li>• Scenario 3 - non-compliant The team member has undertaken the ACST but not the Network Psychology course. They have however previously undertaken and passed a Psychology Degree.</li> </ul> <p>To circulate the email from the Peer Review Team to the with the action log.</p>	E Jehan	25/01/2012

Lead Nurses Group : Actions of the meeting held on Wednesday 11th January 2012 9:30am

<b>11. CNS Support</b>			
<b>11.1 CNS Pathway</b>			
Log No	Action	Lead(s)	Deadline
153	<p>Discussion took place regarding the CNS pathway; it was agreed that the aim of the pathway is to highlight the "must do" aspects of the CNS role and that it would be good practice for the CNSs to audit their clinical practice against the pathway.</p> <p>June Toovey agreed to work with Tracey Goldsbrough to gather some statistics on the Care Coordinator role in York and to share this evidence with the Group.</p> <p>To work on statistics regarding the Care Coordinator role.</p>	J Toovey & T Goldsbrough	Ongoing
154	<p>Further discussion took place regarding the changing role of the Lead Cancer Nurses.</p> <p>To add to the next meeting agenda.</p>	E Jehan	25/01/2012
<b>11.2 Feedback from Calderdale &amp; Huddersfield CNS Pathway pilot</b>			
Log No	Action	Lead(s)	Deadline
155	<p>Alison Harwood informed the Group that following the C&amp;H pilot of the CNS Pathway, not all results are in yet.</p> <p>To circulate the results when ready.</p>	A Harwood	Ongoing
<b>11.3 PANDORA</b>			
Log No	Action	Lead(s)	Deadline
156	<p>Reports for each CNS who entered &gt;250 events into PANDORA have been produced and circulated.</p> <p>To inform members of the Group which CNSs have been sent a report.</p>	E Jehan	25/01/2012
<b>12. Terms of Reference</b>			
Log No	Action	Lead(s)	Deadline
157	<p>The Lead Nurses Group Terms of Reference was tabled, changes were agreed and Rachel Hollis agreed to include a CYP specific section.</p> <p>To make agreed changes to the ToR.</p>	J Toovey & R Hollis	25/01/2012
<b>13. Work Programme</b>			
Log No	Action	Lead(s)	Deadline
158	<p>Members of the Group were reminded that the Work Programme is part of the Groups Strategic Development Plan.</p> <p>It was agreed to look at this document in more detail at the next meeting.</p> <p>To add to the next meeting agenda.</p>	E Jehan	25/01/2012

**Lead Nurses Group : Actions of the meeting held on Wednesday 11th January 2012 9:30am**

<b>14. AOB</b>			
Log No	Action	Lead(s)	Deadline
159	The Group were informed that agreement has been reached for the building of a Maggie's Centre at St. James's.  To update the Group as necessary.	J Toovey / K Koslowska	Ongoing
160	Leeds University are no longer delivering the Chemotherapy module. June Toovey agreed to contact the Lead at Bradford University to discuss the development of a module.  ► Post Meeting Note  Bradford University is happy to work with the Lead Chemotherapy Nurses Group to develop and deliver a module. This could be commenced from September. Kirsten Bashir, Clinical Educator has offered to support the development, however she may not have the capacity to do all the work so it would also be useful to have input from Units to ensure the module meets the needs across the Network; the Lead Chemotherapy Nurses Group have been approached for 3/4 members to be involved.	N/A	N/A

**Date of Next Meeting(s)**

Wednesday 14th March 2012 9:30am

YCRN Meeting Room, Level 6, Bexley Wing, St. James's University Hospital

Wednesday 18th April 2012 9:30am

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

Wednesday 30th May 2012 9:30am

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

Wednesday 11th July 2012 9:30am

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

Wednesday 22nd August 2012 9:30am

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

Wednesday 10th October 2012 9:30am

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

Wednesday 28th November 2012 9:30am

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