

Actions of the meeting held on  
Monday 03 December 2007, 14:30

Yorkshire Cancer Network

YCRN Conference Room 2, Ida Nurses Home, Cookridge Hospital

**Present:**

Mrs S Lines	Leeds PCT
Dr J Ward	Mid Yorkshire Hospitals NHS Trust
Ms V Little	St Gemma's Hospice
Sister B Murphy	
Ms P Hirst	The Prince of Wales Hospice
Ms C Scoggins	University of Bradford
Ms V Taylor	
Mrs S Cooke	User Partnership Group

**Apologies**

Ms P Dodsworth, Ms H Dudley, Dr A Edwards, Mr G Farley

<b>2. Minutes from last meeting</b>			
Log No	Action	Lead(s)	Deadline
1	Agreed as a true record.		N/A
<b>3.1. Palliative Care Time Out Day</b>			
Log No	Action	Lead(s)	Deadline
2	Circulate minutes of time out day to education group and monitor further meetings for implications for the education group.	J Ward/ G Thomson	14/12/2007
<b>3.2. 'Asking Difficult Questions' Education Event</b>			
Log No	Action	Lead(s)	Deadline
3	Review the feedback from the Bradford event (January 30th) at the next meeting. Possibility of the group devising guidance for districts to run similar events rather than a network event due to the number of facilitators required.	C Scoggins	Next Meeting
<b>3.3. Website</b>			
Log No	Action	Lead(s)	Deadline
4	<p>June Toovey and Philip Melling at LTHT who maintains the YCN webpage (Philip.melling@leedsth.nhs.uk) have agreed we can increase the amount of information on the palliative care section of the webpage.</p> <p>The group agreed to 4 sections with the headings:</p> <ul style="list-style-type: none"> <li>•Education group minutes</li> <li>•Contacts for education events</li> <li>•Palliative care education events</li> <li>•Palliative care education links</li> </ul> <p>Jason Ward to confirm headings with Philip Melling and make webpage a standing agenda item.</p>	J Ward	Next Meeting
5	Catherine Scoggins to email Philip Melling updated education contacts.	C Scoggins	Next Meeting
6	Helen Dudley to email Philip Melling the education links.	H Dudley	Next Meeting

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<b>3.3. Website</b>			
Log No	Action	Lead(s)	Deadline
7	Georgina Thomson to email Action Log to Philip Melling.	G Thomson	14/12/2007
<b>3.4. YCN Resuscitation Event</b>			
Log No	Action	Lead(s)	Deadline
8	Following positive feedback from the day agreed to circulate feedback from the event to members of the group.	J Ward	14/12/2007
<b>4. Palliative Care Work Programme 2007-2009</b>			
Log No	Action	Lead(s)	Deadline
9	Draft work programme agreed in principle.  To be circulated to the group for comment by 14/12/2007 and signed off at the YCN palliative care meeting.	J Ward	17/12/2007
<b>5. Palliative Care Education Evaluation Tool</b>			
Log No	Action	Lead(s)	Deadline
10	Draft evaluation tool discussed and slight amendments made. To be circulated group to group for pilot use at any education events in the next 2 months. Final tool to be launched at the YCN event on 13th March 2008.  Vanessa Taylor to email group the tool to pilot by end December 2007. All members to pilot the tool and bring to next meeting.	V Taylor / All	31/12/2007
<b>6. Education Mapping</b>			
Log No	Action	Lead(s)	Deadline
11	Ask each district for their annual education report/log of education events and collate a network report.	C Scoggins/P Hirst/G Farley	10/01/2008
<b>7. Competency Escalator</b>			
Log No	Action	Lead(s)	Deadline
12	Discuss a draft at the next meeting.	V Taylor/P Hirst	Next Meeting
<b>8. 'The Hidden Costs of Palliative Care' March 2008</b>			
Log No	Action	Lead(s)	Deadline
13	Draft programme discussed and minor amendments suggested. Circulate programme by end of December.	J Ward/G Thomson	31/12/2007
<b>9. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
14	► Group Membership  To ensure the group is representative of each district education group and YCN subgroups (e.g. Chaplaincy group).	J Ward	Next Meeting

**Date of Next Meeting(s)**

Monday 11th February 2008 2:30 pm  
The Boardroom, St Gemma's Hospice

Monday 19th May 2008 2:30 pm  
The Boardroom, St Gemma's Hospice

Monday 15th September 2008 2:30 pm  
The Boardroom, St Gemma's Hospice

Monday 1st December 2008 2:30 pm  
The Boardroom, St Gemma's Hospice