

Actions of the meeting held on
Monday 11 February 2008, 14:30

Yorkshire Cancer Network

The Board Room, St Gemma's Hospice

Present:

Mrs S Lines	Leeds PCT
Ms C Lambert	Manorlands Hospice
Sister B Murphy	St. Gemma's Hospice
Dr J Ward (Chair)	
Ms P Hirst	The Prince of Wales Hospice
Ms C Scoggins	University of Bradford
Mrs S Cooke	User Partnership Group
Dr A Edwards	Wheatfields Hospice

Apologies

Ms H Dudley

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
16	Agreed as a true record. To note the group(s) members which are representing on the minutes and not post them on the website until agreed as a true record at the next meeting.	C Murray	Next Meeting
4. Website			
Log No	Action	Lead(s)	Deadline
17	The Palliative Care Education section of the website now has subheadings as agreed. Catherine Scoggins has updated and uploaded on to the website the list of educational contacts for each area. Helen Dudley has circulated a list of web based educational resources. This was agreed as a useful list with a header that some sites may need registration or subscription. Group to email Helen Dudley with any additions by the end of February 2008.	All	29/02/2008
18	Helen Dudley to finalise and upload any changes to the website by the end of March 2008.	H Dudley	31/03/2008
5. Evaluation Tool			
Log No	Action	Lead(s)	Deadline
19	The draft evaluation tool was discussed and agreed as a comprehensive tool. It was thought that a shorter tool may be useful for the conference in March and for some shorter educational events. Jason Ward to circulate the draft shorter form tool which is to be used at the conference in March.	J Ward	13/03/2008
20	All to send copies of evaluation tools to Jason Ward at jasonw@st-gemma.co.uk.	All	30/04/2008
21	Jason Ward and Vanessa Taylor to upload the tools and discussion paper onto the website in time for the next meeting.	J Ward/V Taylor	Next Meeting

6. 'The Hidden Costs of Palliative Care'			
Log No	Action	Lead(s)	Deadline
22	Approximately 70 registered delegates. 10 poster applications accepted and speakers to go ahead as planned. Clair Murray to keep the chair updated on the event's progress.	C Murray	Ongoing until 13/03/2008
7. Education Mapping			
Log No	Action	Lead(s)	Deadline
23	A discussion took place around the format that different district education reports will be in. It was agreed that although it would be easier if we had a proforma for each area to complete, this may be too daunting for the districts and deter completion. Jason Ward and Catherine Scoggins to email the education leads for the most recent education report and attempt collation.	J Ward/C Scoggins	Next Meeting
8. Skills escalator			
Log No	Action	Lead(s)	Deadline
24	Jason Ward to contact Vanessa Taylor to discuss taking this forward.	J Ward	Next Meeting
9. Group Membership			
Log No	Action	Lead(s)	Deadline
25	A discussion took place around comprehensive membership. The group acknowledged that some groups such as allied health professionals or primary care may not be able to regularly attend meetings but that a contact to receive the minutes and comment as appropriate would be useful. Jason Ward to write to the groups and districts currently not represented.	J Ward	Next Meeting

Date of Next Meeting(s)

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

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

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