

**Actions of the meeting held on
Tuesday 03 June 2008, 10:00**

Yorkshire Cancer Network

The Board Room, 3rd Floor, Trust Head Quarters, Harrogate District Hospital

Present:

Ms C Rock	Bradford Teaching Hospitals NHS Foundation Trust
Mrs C Smith	Harrogate and District NHS Foundation Trust
Ms E Ellis	Kirkwood Hospice
Mr M Hemingway	Leeds Teaching Hospitals NHS Trust
Mr D Thomas	
Ms P Mowatt	Manorlands Hospice
Mrs B Hopwood	Marie Curie Centre Bradford
Ms A Cresswell	Mid Yorkshire Hospitals NHS Trust
Ms L Humphrey	
Ms J Carter	St. Gemma's Hospice
Ms M Johnson	Wakefield District PCT
Ms D Heron	Wheatfields Hospice
Ms S Marshall (Chair)	
Ms J Marshall-Pallister (Chair)	
Ms G Whitehead	
Ms N Ryan	York Hospitals NHS Foundation Trust
Miss C Murray	Yorkshire Cancer Network
Mrs J Toovey	

Apologies

Ms S Allan, Ms V Little, Ms P Lyon, Mrs J Munro, Ms M Oakhill

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
1	Charlotte Rock pointed out that action 44 from the last meeting should read commence not continue. Clair Murray to amend the action log accordingly.	C Murray	23/09/2008
4. Darzi report comments			
Log No	Action	Lead(s)	Deadline
2	June Toovey reported that the SHA have published their Healthy Ambitions document containing a summary of all work streams which is now available on their website. Nationally, the end of life strategy is to be published a week after the Darzi peer review report (due a week before the NHS 60th review at the end of June). Measures are being developed on back of this from both the PCTs and the Service Providers' perspectives. The SHA are looking to put together a commissioning framework for end of life care however it is not clear how this work will be taken forward as yet. June Toovey to keep the group updated with any progress.	J Toovey	23/09/2008

5. Palliative Care Pathway			
Log No	Action	Lead(s)	Deadline
3	<p>June Toovey informed the group that the general palliative care pathway is now at final draft ready for sign off so they can be added to the clinical pathways.</p> <p>Members to email clair.murray@ycn.nhs.uk with any final comments or amendments by 27th June 2008.</p>	All	27/06/2008
4	<p>June Toovey informed the group that a first draft of the specialist palliative care pathway has been put together in time for the pathway development meeting on the 11th June 2008.</p> <p>June Toovey to update the group on this pathway work at the next meeting.</p>	J Toovey	23/09/2008
6. Local GSF implementation - information gathering			
Log No	Action	Lead(s)	Deadline
5	<p>A discussion took place around the inequity of GSF practice and implementation across the network. The issue of GP practices' reluctance to register with the national framework and the obstacles surrounding this were also discussed.</p> <p>The group agreed they would request the recent PCT End of Life Reviews in order to obtain local information on the provision of services provided to highlight areas where there is a commitment to GSF.</p> <p>Group to obtain the PCT End of Life Reviews for each PCT in time for the next meeting on the 23rd September 2008.</p>	All	23/09/2008
6	<p>Angela Cresswell discussed an audit of their area GSF meeting within Mid Yorks.</p> <p>Angela Cresswell to share this information with the group at the next meeting.</p>	A Cresswell	23/09/2008
7. KSF Group update			
Log No	Action	Lead(s)	Deadline
7	<p>Charlotte Rock informed the group that since members are yet to experience this process fully, this item will be put on hold for six months when the possibility of setting up a sub group to carry out this work will be discussed.</p> <p>Clair Murray to add to the agenda for the meeting scheduled for 3rd December 2008.</p>	C Murray	03/12/2008
8. Quality Services Group			
Log No	Action	Lead(s)	Deadline
8	<p>Caroline Boyd advised members that this group is still in its infancy. They have managed to recruit another researcher and have completed a literature review. Current work is based on writing a detailed overview, looking at ways of evidencing the CNS role and the impact on other health professionals and patients educationally.</p> <p>The group decided to broaden the membership of this sub group.</p> <p>Members to email clair.murray@ycn.nhs.uk should they wish to join the group.</p>	All	23/09/2008

9. Non-Medical Prescribing			
Log No	Action	Lead(s)	Deadline
9	Charlotte Rock reminded the group of the document published by the National council of Palliative Care and that this was agreed to be used as a reference point by the group at the last meeting. The group discussed putting together an audit tool, gathering data to determine the benefits of nurse prescribers on the impact of patient care. To be discussed further at the next meeting.	All	23/09/2008
10	The group agreed to provide advice and support for colleagues undertaking the course.	All	Ongoing
10. Patient Satisfaction Surveys			
Log No	Action	Lead(s)	Deadline
11	Charlotte Rock informed the group that the Healthcare Commission, National Minimum Standards and the DoH are pushing forward patient satisfaction surveys. A new document published last month by the National Council called 'Listening to the Experts - a Summary of User Involvement in Palliative Care' is thought to be a good reference point. Charlotte Rock is currently in the process of finalising core themes and questions form the information she has received on current practice across the network. It was suggested that these could be adjusted locally and that users could be given three or four formats to decide which one is preferred. Charlotte Rock is to finalise the core questions and to send out to the group for discussion at the next meeting.	C Rock	23/09/2008
11. Clinical Supervision			
Log No	Action	Lead(s)	Deadline
12	The group had a lengthy discussion about the importance of clinical supervision and explored ways of overcoming issues surrounding access. The group agreed that a database containing contact details of other professionals to link up with would be useful. Clair Murray to request the details of all CNSs interested in becoming a Clinical Supervisor.	C Murray	30/06/2008
13	Any CNSs willing to be Clinical Supervisors to respond to clair.murray@ycn.nhs.uk before 18th July 2008.	All CNSs	18/07/2008
14	Clair Murray circulate a spreadsheet to the group containing all willing CNS Clinical Supervisors.	C Murray	31/07/2008
15	The possibility of setting up a trial working with psychologists was discussed. To discuss further at the next meeting.	All	23/09/2008
12. Rehabilitation Sub Group update			
Log No	Action	Lead(s)	Deadline
16	June Toovey informed members that the group are looking at identifying the areas that AHPs impact in terms of patient need and exactly what each AHP offers. The group are also looking at building on the general holistic assessment to determine the next steps.		N/A

13. Psychological Care Sub Group update			
Log No	Action	Lead(s)	Deadline
17	June Toovey reported that the group are looking at developing a mapping tool which is currently out for comment. They are also looking at putting together a two day education package looking at psychological intervention aimed at CNS level.		N/A
14. Terms of Reference			
Log No	Action	Lead(s)	Deadline
18	June Toovey tabled the draft updated terms of reference. The group made suggestions to improve this. June Toovey/Clair Murray to update the terms of reference to be circulated with the action log from this meeting.	C Murray	27/06/2008
19	The group to feed back any comments to clair.murray@ycn.nhs.uk by 31st July 2008	All	31/07/2008
20	The group discussed ensuring that information discussed at the meeting is disseminated to all localities and who would be responsible for this. Each locality are to decide on named persons responsible for attending the meeting and ensuring that information is disseminated.	All	23/09/2008
15. Vice Chair Nominations			
Log No	Action	Lead(s)	Deadline
21	Sue Marshall informed the group that she is stepping down as co-chair so the group will require another co chair as well as a vice chair. Members to email clair.murray@ycn.nhs.uk to express an interest in either of these roles before 11th July 2008.	All	11/07/2008
22	Clair Murray to organise a meeting with June Toovey and those interested in becoming a co chair or vice chair to discuss the roles and the support available.	C Murray	18/07/2008
16. Any Other Business			
Log No	Action	Lead(s)	Deadline
23	The group discussed the issues surrounding syringe drivers. June Toovey to ask the HYCCN Nurse Director of the work they are involved with and if they have any recommendations/guidelines.	J Toovey	23/09/2008
24	June Toovey spoke to the group about having a Palliative Care link to each NSSG group. Clair Murray to email a list of NSSG groups with the action log.	C Murray	27/06/2008
25	Any volunteers willing to link into an NSSG meeting to contact clair.murray@ycn.nhs.uk before 31st July 2008	All	31/07/2008

Date of Next Meeting(s)

Tuesday 23rd September 2008 10:00 am
The Board Room, 3rd Floor, Trust Head Quarters, Harrogate District Hospital

Wednesday 3rd December 2008 10:00 am
Fewston Seminar Room, 1st Floor Fewston Wing, Harrogate District Hospital