

**Actions of the meeting held on  
Tuesday 23 September 2008, 10:00**

**Yorkshire Cancer Network**

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

**Present:**

|                                 |  |
|---------------------------------|--|
| Mrs K Sinclair                  | Airedale NHS Trust                               |
| Ms C Rock                       | Bradford Teaching Hospitals NHS Foundation Trust |
| Mrs C Smith                     | Harrogate and District NHS Foundation Trust      |
| Ms J Morris                     | Kirkwood Hospice                                 |
| Ms S Allan                      | Leeds Teaching Hospitals NHS Trust               |
| Ms H Mullan                     |  |
| Ms L Humphrey                   | Mid Yorkshire Hospitals NHS Trust                |
| Mrs J Munro                     | Springs Medical Centre                           |
| Ms J Carter                     | St Gemma's Hospice                               |
| Ms M Oakhill                    | The Prince of Wales Hospice                      |
| Ms J Marshall-Pallister (Chair) | Wheatfields Hospice                              |
| Mrs J McGlashan                 |  |
| Ms G Whitehead                  |  |
| Ms S Stone                      | York Hospitals NHS Foundation Trust              |
| Mrs C Irving                    | Yorkshire Cancer Network                         |
| Mrs J Toovey                    |  |

**Apologies**

Ms C Boyd, Ms A Cresswell, Ms M Johnson, Ms V Little, Mrs C Miller, Ms P Mowatt, Ms N Ryan

| <b>1. Welcome and Apologies</b>            |  |         |          |
|--|--|---------|----------|
| Log No                                     | Action   | Lead(s) | Deadline |
| 26   | Julie Marshall-Pallister welcomed the group and around the room introductions were made. | N/A     | N/A      |
| <b>2. Action Log from the last meeting</b> |  |         |          |
| Log No                                     | Action   | Lead(s) | Deadline |
| 27   | The action log from the last meeting was agreed to be a true record.                     | N/A     | N/A      |

| <b>4. Darzi report comments</b>                            |   |                 |            |
|--|---|-----------------|------------|
| Log No   | Action  | Lead(s)         | Deadline   |
| 28   | <p>June Toovey informed the group that following the publication of the End of Life strategy and the Healthy Ambitions document, the SHA are now looking at how the eight clinical pathway work streams can be implemented.</p> <p>The SHA have decided that recommendations will be implemented by being broken down into local, sub regional and SHA wide initiatives. For the end of life work stream, it has been suggested that at the SHA level there will be an End of Life Steering group (Clinical Leads, PCT Chief Executive, SHA non executive, SHA facilitator and Chairs of the Cancer Network Palliative Care groups). It has also been suggested that the Cancer Network remits would be expanded to include all non-cancers.</p> <p>PCT Chief Executives and the SHA are currently in the process of discussing if this process is reasonable. If this goes ahead, the networks need to look at the Palliative Care group membership to ensure specialist clinical advice around end of life care is provided for across the SHA.</p> <p>Each PCT has been asked to publish their strategic plans for the future and the chairs of all the work streams have been asked to comment on these to determine if they enable the healthy ambitions (or alternative) to be incorporated. June Toovey encouraged members to link into their PCT colleagues involved in the end of life work stream.</p> <p>Members to go back to their localities to determine who the links/leads are and to let Clair Irving know the names of these people.</p> | All             | 31/10/2008 |
| 29   | Clair Irving to determine who the providers/commissioning links are for each PCT for end of life and to share any relevant information at network level.  | C Irving        | 31/10/2008 |
| <b>5. Palliative Care Pathway</b>                          |   |                 |            |
| Log No   | Action  | Lead(s)         | Deadline   |
| 30   | <p>June Toovey tabled the final draft of the end of life pathway and the second draft of the specialist palliative care pathway and asked the group for comments. A suggestion was made to have a separate flowchart for bereavement services. Further work will be done on this in the next pathway development meeting.</p> <p>The group discussed incorporating the end of life pathway into clinical pathways and ideas on how to present this information to the clinical groups. The palliative care network group are to take this work forward.</p> <p>June Toovey/Charlotte Rock are to keep the group informed of any progress.</p>   | J Toovey/C Rock | 03/12/2008 |
| 31   | Members to send in any further comments on either pathway to <a href="mailto:clair.irving@ycn.nhs.uk">clair.irving@ycn.nhs.uk</a> by Friday 31st October 2008.  | All             | 31/10/2008 |
| <b>6. Local GSF implementation - information gathering</b> |   |                 |            |
| Log No   | Action  | Lead(s)         | Deadline   |
| 32   | <p>As Angela Cresswell gave her apologies for the meeting there wasn't any information available to discuss.</p> <p>Clair Irving to formally invite Angela Cresswell to the next meeting to share the audit of their GSF meeting within Mid Yorks.</p>  | C Irving        | 31/10/2008 |

| <b>7. Quality Services Group</b>       |   |                          |            |
|--|---|--------------------------|------------|
| Log No                                 | Action  | Lead(s)                  | Deadline   |
| 33                                     | Members were informed that Caroline Boyd has not received any further volunteers to join this group. Both group chairs informed members that they would meet with Caroline Boyd to discuss the group.<br><br>Julie Marshall-Pallister to contact Caroline Boyd regarding the way forward with this group.   | Julie Marshall-Pallister | 31/10/2008 |
| 34                                     | As Caroline Boyd gave her apologies for the meeting this item was not discussed any further.<br><br>To add to the agenda for the next meeting.  | C Irving                 | 03/12/2008 |
| <b>8. Non-Medical Prescribing</b>      |   |                          |            |
| Log No                                 | Action  | Lead(s)                  | Deadline   |
| 35                                     | Charlotte Rock advised the group that she will send out more information on this as soon as it becomes available and asked if the group's terms of reference and minutes can be displayed on the YCN website.<br><br>Clair Irving to speak to Phillip Melling and Charlotte Rock regarding displaying this information on the YCN website.  | C Irving                 | 31/10/2008 |
| <b>9. Patient Satisfaction Surveys</b> |   |                          |            |
| Log No                                 | Action  | Lead(s)                  | Deadline   |
| 36                                     | Charlotte Rock informed members that a small group has been set up to take this forward and a meeting has been planned however they have not had chance to move further forward with this since the last YCN Palliative Care nurses meeting. Members were asked to volunteer themselves or a colleague to lead this group.<br><br>If anyone would like to get involved with this group or lead this group please contact charlotte.rock@bradfordhospitals.nhs.uk. | All                      | 31/10/2008 |
| <b>10. Clinical Supervision</b>        |   |                          |            |
| Log No                                 | Action  | Lead(s)                  | Deadline   |
| 37                                     | The group were informed that no one has come forward to be put on the list of clinical supervisors. June Toovey suggested that clinical supervision could be sought locally and if there's a problem to approach the network for guidance.<br><br>Any members requiring any help with this to contact clair.irving@ycn.nhs.uk.  | C Irving                 | Ongoing    |
| <b>11. Locality Representatives</b>    |   |                          |            |
| Log No                                 | Action  | Lead(s)                  | Deadline   |
| 38                                     | Members agreed that each locality requires a definite link and one deputy to commit to attend each meeting and be responsible for disseminating any relevant information to their agreed areas.<br><br>All members to inform Clair Irving of their area named representatives after discussing this with their respective areas before the end of October 2008.   | All                      | 31/10/2008 |
| 39                                     | Clair Irving to amend the membership list to reflect any updated information received.  | C Irving                 | 03/12/2008 |

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| <b>12. Chair and Vice Chair</b>                  |   |          |            |
|--|---|----------|------------|
| Log No   | Action  | Lead(s)  | Deadline   |
| 40   | <p>Members agreed that Lynette Humphries will become the new co-chair and Julia Carter will become the new vice chair. As the current existing co-chair, Julie Marshall's tenure ends in one years time, Julia will then become co-chair and a new vice chair will be sought.</p> <p>June Toovey to officially write to the new co-chair and vice chair to welcome them to their new roles.</p>   | J Toovey | 31/10/2008 |
| <b>13. Syringe Drivers update</b>                |   |          |            |
| Log No   | Action  | Lead(s)  | Deadline   |
| 41   | <p>Members discussed what is happening in localities regarding syringe driver issues, with some undertaking trials to determine how to progress. Some PCTs are currently reviewing the cost implication of replacement equipment.</p> <p>Clair Irving to circulate Catherine Malia's presentation entitled 'Does Leeds need to swap from Graseby Syringe Drivers?' to the group with the action log.</p>  | C Irving | 07/10/2008 |
| <b>14. NSSG links</b>                            |   |          |            |
| Log No   | Action  | Lead(s)  | Deadline   |
| 42   | <p>Members were informed of current NSSG palliative care links and were encouraged to go back to their teams to encourage colleagues to become links since they do not need to be a part of the YCN palliative care network team to do so.</p> <p>Members to encourage colleges to put themselves forward as a NSSG link and to forward names to Clair Irving.</p>  | All      | 31/10/2008 |
| 43   | Charlotte Rock to email Clair Irving with a list of current palliative care links.  | C Rock   | 10/10/2008 |
| 44   | Clair Irving to check the list is up to date and circulate to the group.  | C Irving | 03/12/2008 |
| <b>15. National Patient Information Pathways</b> |   |          |            |
| Log No   | Action  | Lead(s)  | Deadline   |
| 45   | <p>June Toovey tabled the national patient information documents and informed the group that nationally the Cancer Action Team are doing a lot of work collating the minimum information required to ensure equitable, robust high quality information for patients. Following this, there are plans to develop an online information prescription system.</p> <p>The group then discussed how they can take this work forward locally and agreed to put together a small working group to include a representative from each locality (including hospices) to be supported by Jane Archer, YCN Patient Information &amp; Support manager.</p> <p>Members to go back to their respective trusts/hospices to determine who they are to put forward as a representative and to let Clair Irving know at <a href="mailto:clair.irving@ycn.nhs.uk">clair.irving@ycn.nhs.uk</a> before the end of October 2008 so a meeting can be arranged.</p> | All      | 31/10/2008 |
| 46   | Clair Irving to invite Jane Archer to join this group and to arrange a meeting for November 2008 with the aim of creating a first draft information pathway.  | C Irving | 30/12/2008 |

| <b>17. Any Other Business</b> |  |         |          |
|-------------------------------|--|---------|----------|
| Log No                        | Action   | Lead(s) | Deadline |
| 47                            | Charlotte Rock informed the group that local care direct have lost the out of hours contract in West Yorkshire so members should be aware that there may be different providers across the PCTs. Negotiations for the contract are underway and work is ongoing to ensure the high standards are maintained. | N/A     | N/A      |

**Date of Next Meeting(s)**

Wednesday 3rd December 2008 10:00 am

Fewston Seminar Room, 1st Floor Fewston Wing, Harrogate District Hospital