

Actions of the meeting held on
Tuesday 24 February 2009, 10:00

Yorkshire Cancer Network

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

Present:

Ms C Jones	Airedale NHS Trust
Mrs K Henry	Leeds Teaching Hospitals NHS Trust
Mrs B Hopwood	Marie Curie Centre Bradford
Ms L Humphrey (Chair)	Mid Yorkshire Hospitals NHS Trust
Ms J Carter	St Gemma's Hospice
Ms V Little	
Ms J Marshall-Pallister (Chair)	Wheatfields Hospice
Ms G Whitehead	
Mrs J Toovey	Yorkshire Cancer Network

Apologies

Ms C Boyd, Ms M Johnson, Ms M Oakhill, Ms C Rock, Mrs K Sinclair

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
64	J Marshall-Pallister welcomed the Group to the meeting and introductions were made.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
65	The action log from the last meeting was agreed as an accurate record.	N/A	N/A
66	<p>▶ Action 56</p> <p>G Whitehead advised that she has been unable to contact C Sloane to discuss the Patient Satisfaction Surveys.</p> <p>E Jehan to set up a meeting with G Whitehead and C Sloane.</p>	E Jehan	06.03.09

3. Matters arising			
Log No	Action	Lead(s)	Deadline
67	<p>► End of Life Steering Group</p> <p>J Toovey updated the Group on the End of Life (EoL) Group, this Group is currently in the stages of writing their Terms of Reference and agreeing membership.</p> <p>J Toovey advised the Group that each Locality (PCT) Group will be asked for 3 nominations for the Network EoL Group, YCN will then choose representatives to sit on the EoL Group to ensure an even representation. J Toovey advised the Group that this means a Nursing representative from each locality does not need to sit on the EoL Group and therefore all members of the Group will need to communicate with their locality group representative.</p> <p>At SHA level the Terms of Reference for the SHA EoL Group will be agreed at the next meeting on 13.03.09.</p> <p>J Toovey discussed the EoL Groups accountability structure, advised the Group that there will be a formal link between the SHA and the YCN.</p> <p>E Jehan to send the Group and relevant information from the EoL Meeting on 13.03.09</p>	E Jehan	20.03.09
68	<p>► End of Life</p> <p>J Toovey advised the Group that the SHA are working with Journey on Social Marketing and EoL Care. They are currently putting a project proposal together using market research techniques to gain in-depth knowledge about patients wishes.</p> <p>PCT Chief Executives are willing to fund for the project plan to be developed and will later decide if they will fund the project to be undertaken.</p> <p>All members of the Group to email J Toovey (June.Toovey@ycn.nhs.uk) with any suggestions on how to gather this information.</p>	All	Ongoing
69	<p>L Humphreys advised the Group that Wakefield have a strategy group that meets on a monthly basis made up of PCT and Acute Trust representatives. The purpose of this Group is to monitor and evaluate the spending of SHA monies, such as the Marie Curie initiative which is highly thought of at a National level.</p> <p>J Toovey to look in to the monitoring and evaluation of the spending of SHA monies.</p>	J Toovey	27.03.09
4. 7 day working			
Log No	Action	Lead(s)	Deadline
70	<p>J Toovey advised the Group that an audit of the Supportive & Palliative Care Guidance showed that 7 day working was not an effective use of resources. J Toovey also advised that C Rock would be attending the YCN Board meeting in March to discuss EoL and Palliative Care.</p> <p>E Jehan to circulate the Board papers to the Group.</p>	E Jehan	06.03.09

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4. 7 day working			
Log No	Action	Lead(s)	Deadline
71	<p>The Group discussed 7 day working.</p> <p>L Humphreys advised the Group that Mid Yorkshire had done a report about costing up resources.</p> <p>Leeds had put a paper together applying for funding, however this was low on EoL priorities.</p> <p>B Hopwood reported that Bradford were not looking into 7 day working based on the outcomes of previous research.</p> <p>The Group agreed that there needs to be clarification on what can and can't be done over the weekend, they also agreed that there are other areas where funding could be more appropriate such as 24/7 District Nursing.</p>	N/A	N/A
72	<p>J Toovey advised the Group that the Network Palliative Care Group are taking the audit to the YCN Board, looking at how this can be taken forward.</p> <p>It was reported that Leeds now have an Audit Facilitator in post, based at St. Gemma's Hospice.</p> <p>The Group expressed an interest in what other Networks are doing in this area.</p> <p>J Toovey to contact Lead Nurses in other Networks to request information on 7 day working.</p>	J Toovey	Ongoing
5. Integrated Team Working			
Log No	Action	Lead(s)	Deadline
73	<p>L Humphrey advised the Group that there are currently 2 pilot site, Normanton and Pontefract, they hold a Gold Standards meeting on a monthly basis, made up of Community Matrons, District Nurses, Mental Health Professionals, GP's and so on to proactively manage patients. Palliative Care patients are rarely discussed at these meetings but a Palliative Care representative can attend when necessary.</p> <p>This is a nationally led initiative and the Group expressed an interest to see if national monies were available.</p> <p>J Toovey suggested it would be useful to have a discussion with locality EoL Groups about how to feed in to these meetings to discuss patients with multiple needs/long term conditions.</p>	N/A	N/A
74	<p>J Marshall-Pallister advised the Group that practise based commissioners in Leeds had applied for funding for a pilot but weren't approved. They are still going ahead with the pilot at Leodis, she will be attending the meeting.</p> <p>J Marshall-Pallister to feed back at the next meeting.</p>	J Marshall-Pallister	23.06.09
7. CNS Group direction			
Log No	Action	Lead(s)	Deadline
75	<p>Due to time constraints the Group agreed to not discuss this agenda item.</p>	N/A	N/A

7. CNS Group direction			
Log No	Action	Lead(s)	Deadline
76	<p>J Marshall Pallister informed the Group that only 4 questionnaires had been returned, however feed back was that the Group did want to continue meeting.</p> <p>J Toovey gave the Group the options of continuing with quarterly formal meetings or meeting twice yearly educational workshops, further to this J Toovey advised that if the Group continued to meet for formal quarterly meetings they would need to produce new Terms of Reference and have a genuine purpose for meeting to continue to be supported by the YCN, the option was also given for the Group to continue to meet quarterly but informally with no support from the Network.</p> <p>Following Group discussion the Group agreed to continue with the quarterly meetings that are booked for 2009 using an educational workshop format. It was agreed that each two hour meeting would incorporate a short presentation on a relevant topic and discussion of key questions, followed by locality updates and peer support.</p>	N/A	N/A
77	<p>The Group agreed to invite Colin Sloane, YCN User Facilitator to the next meeting to present on User Involvement.</p> <p>E Jehan to invite C Sloane to the next meeting on 23.06.09.</p>	E Jehan	27.03.09
78	<p>The Group agreed that for each meeting, one member of the Group would take responsibility for arranging a speaker, that member of the Group would then be responsible taking notes at the meeting, it was agreed that YCN would still circulate agendas and any minutes/summaries or relevant paper to the Group.</p> <p>J Marshall-Pallister to send E Jehan the notes of the next meeting for circulation to the Group.</p>	J Marshall-Pallister	30.06.09
79	<p>J Marshall-Pallister, L Humphrey and J Carter to meet to discuss the new Terms of Reference.</p>	All	30.04.09
80	<p>The Group agreed that the future meetings should be held in different locations across the Network to ensure high levels of attendance, it was agreed to hold the next meeting in Leeds and the Group will agree the locations for the future meetings at each meeting.</p> <p>E Jehan to book a room in Leeds for the next meeting on 23.06.09.</p>	E Jehan	10.03.09

Date of Next Meeting(s)

Tuesday 23rd June 2009 10:00am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 29th September 2009 10:00am
TBC

Tuesday 17th November 2009 10:00am
TBC