

**Actions of the meeting held on
Tuesday 17 November 2009, 10:00**

Yorkshire Cancer Network

Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Present:

Mrs C Rock	Bradford Teaching Hospitals NHS Foundation Trust
Mr A Gammon	Calderdale and Huddersfield NHS Foundation Trust
Mrs R Owen	Leeds Teaching Hospitals NHS Trust
Mr N Gomersal	Manorlands Hospice
Mrs B Hopwood	Marie Curie Centre Bradford
Ms L Humphrey (Chair)	Mid Yorkshire Hospitals NHS Trust
Ms J Millard	NHS Wakefield District
Mrs J Munro	Springs Medical Centre
Ms J Greenwood	St Gemma's Hospice

Apologies

Ms C Allison, Mrs L Charman, Ms J Marshall-Pallister, Ms P Mowatt, Ms A Smith, Mrs J Toovey, Ms J Walker, Ms G Whitehead

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
35	Lynette Humphrey welcomed the Group and introductions were made.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
36	The action log from the last meeting was agreed as a accurate record.	N/A	N/A
3. Matters arising			
3.1 Sub Regional Palliative & EoLC Group - update			
Log No	Action	Lead(s)	Deadline
37	<p>Charlotte Rock updated the Group on the Sub Regional Palliative & EoLC Group;</p> <ul style="list-style-type: none"> • Liz Vickerstaff, Commissioner at NHS North Yorkshire & York is now in place as Vice Chair with the aim being for Charlotte Rock to step down as Chair in late 2010; • Programme Manager post has gone to advert and will be interviewed early December; • DNACPR form is in its final draft stage and the aim to pilot this in Leeds, Bradford & Airedale and Sheffield; • The Group are planning to undertake a bereavement audit, this will be agreed at the December meeting, there is a possibility of a second audit on preferred place of death. <p>To continue to provide regular updates to the Group.</p>	C Rock /Sub Regional Palliative & EoLC Group representative	Ongoing

3. Matters arising			
3.1 Sub Regional Palliative & EoLC Group - update			
Log No	Action	Lead(s)	Deadline
38	<p>The Group requested to be included in the circulation of the Sub Regional Palliative & EoLC Group action logs.</p> <p>Members of the Group reported that locally information had not been fed down, however this has improved recently.</p> <p>To continue to send Sub Regional Palliative & EoLC Group action logs to the Palliative Care Nurses Group.</p>	E Jehan	Ongoing
3.2 7 Day Working Audit			
Log No	Action	Lead(s)	Deadline
39	<p>Charlotte Rock informed the Group that there is a possibility of the 7 Day Working requirement being removed from the Supportive & Palliative Care Guidance.</p> <p>A small sub group will be meeting to look at what is being done locally to meet this requirement and will be feeding back the Sub Regional Palliative & EoLC Group at the December meeting.</p> <p>Members of the Group reported they are not working on this locally.</p> <p>To update the Group when a National decision is made.</p>	C Rock / Sub Regional Palliative & EoLC Group representative	Ongoing
3.3 Vice Chair			
Log No	Action	Lead(s)	Deadline
40	<p>Lynette Humphrey asked the Group to consider nominations for the role of Vice Chair and explained that she is currently Chair and Julia Carter is Co-Chairs with the aim being for Lynette to step down in September 2010 and Julia to take on the role of Chair at this time. The new role of Vice Chair would start when Lynette steps down.</p> <p>The Group agreed it was important to have this role in place for succession planning and agreed to discuss further at the next meeting.</p> <p>To discuss and agree at the next meeting.</p>	L Humphrey / All	Next meeting
4. Patient Experience surveys - update			
Log No	Action	Lead(s)	Deadline
41	<p>Janet Munro informed the Group that the questionnaire developed by Gwyneth Whitehead at Wheatfields Hospice has been to Colin Sloane, YCN User Facilitator and the Wheatfields day therapy user group who both agree the survey is easy to use and can be used across the Network.</p> <p>The Group agreed for the Sue Ryder Care logo to be removed from the survey and the document uploaded to the YCN website for all to use.</p> <p>Lynette Humphrey agreed to write to the Group regarding the survey.</p> <p>To remove the Sue Ryder Care logo and upload the survey to the YCN website.</p>	E Jehan	01.12.2009
42	To write to the Group regarding use of the survey.	L Humphrey	01.12.2009
43	To add to the Sub Regional Palliative & EoLC Group December meeting agenda for the Groups information.	e Jehan	01.12.2009

5. Locality Updates			
Log No	Action	Lead(s)	Deadline
44	<p>▶ Mid Yorkshire</p> <p>End of Life Pathway Facilitator post has gone to advert.</p> <p>▶ SJUH</p> <p>The McKinley and Alaris trials have recently finished and initial feedback favours McKinley.</p> <p>▶ Wharfedale</p> <p>Manorlands Hospice have recently sent out a patient questionnaire and have so far had over a 50% response rate.</p> <p>▶ Bradford</p> <p>Belinda Marks is looking at innovative ways to improve community services. The secondment development post is now in place; the post holder is from a cardiology ward and will spend 3 months with the hospital palliative care team and 3 months in the hospice. In the final stages of planning a 2 day educational course on ACP and Symptom Management, this will be run 4 times per year.</p> <p>▶ Calderdale & Huddersfield</p> <p>Guidance on fast track and anticipatory drug prescribing have been created and are available on the Trust intranet.</p> <p>▶ St. Gemma's</p> <p>Aim to get CNSs through CBT training, Symptom Management has been a big focus this year, aiming to take part in recruiting patients to a research trial.</p> <p>All localities to continue to provide regular feedback to the Group.</p>	All	Ongoing
45	<p>Charlotte Rock advised the Group that Bradford have recently undertaken an audit on the prescription of anticipatory drugs and agreed to send the results, when finalised, to Andrew Gammon for information.</p> <p>To send results to Andrew Gammon.</p>	C Rock	Ongoing
6. Presentation - Non Medical Prescribing: Hospital & Community perspective"			
Log No	Action	Lead(s)	Deadline
46	<p>Charlotte Rock and Barbara Hopwood presented to the Group on Non Medical Prescribing.</p> <p>The Group thanked Charlotte and Barbara for their time and a very interesting presentation.</p>	N/A	N/A
7. Future of the group & 2010 meeting dates/venues			
Log No	Action	Lead(s)	Deadline
47	<p>Discussion took place around the future of the Group; it was agreed to continue to meet 3 times per year in 2010.</p> <p>The Group agreed to continue to meet in Harrogate as this will ensure Network administrative support at meetings.</p> <p>To set meeting dates for 2010.</p>	E Jehan	01.12.2009

7. Future of the group & 2010 meeting dates/venues			
Log No	Action	Lead(s)	Deadline
48	<p>The Group agreed that the next meeting will focus on agreeing the Work Programme rather than having an educational aspect.</p> <p>Lynette Humphrey requested that Group members email her ideas for the 2010 Work Programme.</p> <p>To send ideas for 2010 Work Programme to Lynette Humphrey (Lynette.Humphrey@midyorks.nhs.uk).</p>	All	18.12.2009
8. Any Other Business			
Log No	Action	Lead(s)	Deadline
49	<p>► DisDAT Tool</p> <p>Andrew Gammon informed the Group of the DisDAT Disability Distress Assessment Tool; DisDAT is intended to help identify distress cues in individuals who have severely limited communication and is designed to describe an individual's usual content cues, thus enabling distress cues to be identified more clearly.</p> <p>The tool can be downloaded from: http://www.disdat.co.uk/</p> <p>To send the web link to the Group.</p>	E Jehan	01.12.2009
50	<p>Julia Carter informed the Group that she is now known as Julia Greenwood, and her email address is now juliag@st-gemma.co.uk.</p> <p>To make changes to YCN database.</p>	E Jehan	01.12.2009

Date of Next Meeting

To be scheduled