

**Actions of the meeting held on
Monday 01 March 2010, 10:00**

Yorkshire Cancer Network

Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Present:

Mrs K Sinclair	Airedale NHS Trust
Ms J Bargh	Calderdale and Huddersfield NHS Foundation Trust
Mrs A Dacre	Mid Yorkshire Hospitals NHS Trust
Ms L Humphrey (Chair)	
Mr M Carey	NHS Wakefield District
Mrs J Walker	
Mrs J Munro	Springs Medical Centre
Ms J Greenwood	St Gemma's Hospice
Ms G Whitehead	Wheatfields Hospice
Mrs J Toovey	Yorkshire Cancer Network

Apologies

Ms J Marshall-Pallister, Mrs C Rock

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
51	Lynette Humphrey welcomed the Group and round table introductions were made.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
52	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
53	<p>► Patient Experience Survey</p> <p>The Group were informed that the Patient Experience Survey developed by Gwyneth Whitehead at Wheatfields Hospice is now available to download from the YCN website: (http://www.ycn.nhs.uk/html/groups/palliativenurses/links.htm).</p> <p>The Group discussed how to monitor the use of the Survey and agreed to add this to the next meeting agenda.</p> <p>To add Patient Experience Surveys to the next meeting agenda.</p>	E Jehan	15.03.2010
54	<p>The Group agreed to circulate the Survey with the Action Log along with a request that members of the Group who use it feedback to the Group.</p> <p>To circulate the Survey with the Action Log.</p>	E Jehan	15.03.2010

3. Matters arising			
3.1 Sub Regional Palliative & EoLC Group - update			
Log No	Action	Lead(s)	Deadline
55	<p>June Toovey updated the Group on the Sub Regional Palliative & EoLC Group.</p> <ul style="list-style-type: none"> • The DNAR CPR form will shortly be piloted in Sheffield, Leeds, Bradford and Airedale. • Fiona Hicks has developed the draft Ambulance Guidelines, this work is being led by NHS Bradford & Airedale who hold the contract on behalf of the SHA. • Fiona Hicks is currently putting a paper together regarding how services for EoLC patients will be funded and delivered. • The End of Life Programme Manager post has now been appointed, Penny Kirk will be joining the Network in March working 3 days for 18 months. The Sub Regional Group are looking at areas of work to be taken forward and it has been agreed that Bereavement is the priority. • An Education Sub Group has been formed to look at alternative ways to deliver ACST. <p>To continue to provide regular updates to the Group.</p>	J Toovey / C Rock	Ongoing
3.2 7 Day Working Audit			
Log No	Action	Lead(s)	Deadline
56	<p>June Toovey reported that the Network will be non compliant against this aspect of the Specialist Palliative Care Services Priority of the Supportive & Palliative Care Guidance.</p> <p>The Network Board have agreed that general palliative care services across the Network need to be improved prior to this being revisited.</p> <p>Lynette Humphrey reported that Barnsley are achieving this aspect of the Specialist Palliative Care Services Priority. The Group discussed this and agreed it would be useful to see the needs assessment undertaken prior to the service being set up and their evaluation criteria.</p> <p>To contact Barnsley for needs assessment and evaluation criteria.</p>	L Humphrey	31.03.2010
57	To feedback to the Group at the next meeting.	L Humphrey	27.05.2010
3.3 Vice Chair			
Log No	Action	Lead(s)	Deadline
58	<p>The Group were informed that Jane Dacre has volunteered to take on the role of Vice Chair when Lynette Humphrey steps down from the role of Chair in September and Julia Greenwood (current Vice Chair) will then take on this role.</p> <p>The Group agreed they were happy for Jane Dacre to take on the role of Vice Chair.</p> <p>To write to Jane Dacre to conform her role as Vice Chair.</p>	J Toovey	31.03.2010

4. Locality Updates			
Log No	Action	Lead(s)	Deadline
59	<p>▶ St. Gemma's</p> <p>Julia Greenwood reported they will soon be interviewing for a new CNS as 1 is leaving.</p> <p>▶ NHS Wakefield</p> <p>Jan Walker reported they are currently looking at Patient Experience Surveys and a DNAR policy for NHS Wakefield.</p> <p>▶ Airedale</p> <p>Karen Sinclair reported she is taking on the role of facilitating CCP 1 day a week as this post has been free for over 18 months.</p> <p>▶ Calderdale & Huddersfield</p> <p>Jayne Bargh reported that the rotational post is coming to an end. Kirkwood will be advertising a developmental CNS post in the next month. The 'care of the dying' audit is ongoing.</p> <p>▶ Wharfedale</p> <p>Janet Munro reported that a Ward Manager has been appointed.</p> <p>▶ Mid Yorkshire</p> <p>Jane Dacre reported that a Pauline Garret has been appointed as EoLC Facilitator. The Trust are currently looking at Hospital secondments.</p> <p>To forward a copy of DNAR policy to Emma Jehan (emma.jehan@ycn.nhs.uk).</p>	J Walker	15.03.2010
60	To continue to provide locality updates to the Group.	All	Ongoing
5. 2010 Work Programme			
Log No	Action	Lead(s)	Deadline
61	<p>Lynette Humphrey tabled a project proposal highlighting current political drivers and areas for work the Group can take forward.</p> <p>The Group agreed that the aim should be to do work once and share across the Network.</p> <p>The Group agreed areas of work to take forward:</p> <ul style="list-style-type: none"> • referral / discharge criteria • audit - impact of the CNS role • education <p>To add to the next meeting agenda.</p>	E Jehan	15.03.2010
62	<p>The Group agreed to form a Sub Group to take forward work on referral / discharge criteria.</p> <p>Referral / Discharge Criteria Sub Group to take work forward.</p>	L Humphrey	Ongoing
63	<p>Following discussion the Group agreed to undertake a snapshot audit (based on Lynn Cowling's Audit of the Impact of the CNS role recently updated by Charlotte Rock) of how long patients stay on CNS caseloads. The Group agreed to form a Sub Group to take this work forward.</p> <p>Audit Sub Group to take work forward.</p>	L Humphrey	Ongoing

5. 2010 Work Programme			
Log No	Action	Lead(s)	Deadline
64	Sub Groups to feedback at the next meeting.	L Humphrey	27.05.2010
6. Any Other Business			
Log No	Action	Lead(s)	Deadline
65	<p>► Group membership</p> <p>Concerns were raised that there is no consistent Group membership with different locality representatives attending each meeting.</p> <p>The Group agreed that each locality should have a named representative.</p> <p>Localities to confirm named Group representative.</p>	All	31.03.2010

Date of Next Meeting(s)

Thursday 27th May 2010 10:30am
 Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Thursday 7th October 2010 10:00am
 Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital