

**Actions of the meeting held on  
Monday 21 June 2010, 10:00**

**Yorkshire Cancer Network**

**Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital**

**Present:**

|                         |  |
|-------------------------|--|
| Mrs K Sinclair          | Airedale NHS Foundation Trust                    |
| Mrs C Rock              | Bradford Teaching Hospitals NHS Foundation Trust |
| Mr A Gammon             | Calderdale and Huddersfield NHS Foundation Trust |
| Mrs E Rees              | Leeds Teaching Hospitals NHS Trust               |
| Mrs A Dacre             | Mid Yorkshire Hospitals NHS Trust                |
| Ms L Humphrey (Chair)   |  |
| Mrs J Walker            | NHS Wakefield District                           |
| Mrs J Munro             | Springs Medical Centre                           |
| Ms J Greenwood          | St Gemma's Hospice                               |
| Ms V Shaw               |  |
| Ms J Marshall-Pallister | Wheatfields Hospice                              |
| Ms G Whitehead          |  |
| Mrs J Toovey            | Yorkshire Cancer Network                         |

**Apologies**

Mrs B Hopwood, Ms P Mowatt

| <b>1. Welcome and Apologies</b>            |  |         |          |
|--|--|---------|----------|
| Log No                                     | Action   | Lead(s) | Deadline |
| 1  | Lynette Humphrey welcomed the Group and apologies were noted.  | N/A     | N/A      |
| <b>2. Action Log from the last meeting</b> |  |         |          |
| Log No                                     | Action   | Lead(s) | Deadline |
| 2  | The Action Log from the last meeting was agreed as an accurate record.   | N/A     | N/A      |
| <b>3. Matters arising</b>                  |  |         |          |
| Log No                                     | Action   | Lead(s) | Deadline |
| 3  | <p>► DNA CPR</p> <p>Charlotte Rock informed the Group that the DNA CPR form will undergo a phased role out starting in Sheffield, North Yorkshire, Bradford and Airedale. It is hoped this will happen in September. Leeds will not be in the first role out as not fully engaged with key stakeholders.</p> | N/A     | N/A      |

**Palliative Care Nurses Group : Actions of the meeting held on Monday 21st June 2010 10:00am**

| <b>3.1 Patient Experience Surveys</b>                        |   |                   |          |
|--|---|-------------------|----------|
| Log No   | Action  | Lead(s)           | Deadline |
| 4  | <p>The Group were reminded that the Patient Experience Survey developed by Gwyneth Whitehead at Wheatfields Hospice is available to download from the YCN website:<br/> <a href="http://www.ycn.nhs.uk/html/groups/palliativenurses/links.htm">http://www.ycn.nhs.uk/html/groups/palliativenurses/links.htm</a></p> <p>Julie Marshall-Pallister reported that the survey has been used again at Wheatfields and members of the Group reported they are planning to use it.</p>  | N/A               | N/A      |
| <b>3.2 Sub Regional Palliative &amp; EoLC Group - update</b> |   |                   |          |
| Log No   | Action  | Lead(s)           | Deadline |
| 5  | <p>June Toovey updated the Group on the Sub Regional Palliative &amp; EoLC Group.</p> <ul style="list-style-type: none"> <li>• The Work Programme was updated at the recent meeting and will be circulated to the Group for information when finalised.</li> <li>• The Group have agreed to undertake a Network Audit based on the Clinical Effectiveness Audit developed by Charlotte Rock and the team in Bradford.</li> <li>• Agreement has been reached across the 3 Sub Regional Groups to hold 1 SHA region wide educational event per year.</li> </ul> <p>To continue to provide regular updates to the Group.</p> | J Toovey / C Rock | Ongoing  |
| <b>3.3 7 Day Working Audit</b>                               |   |                   |          |
| Log No   | Action  | Lead(s)           | Deadline |
| 6  | <p>Lynette Humphrey informed the Group that Barnsley are happy to share the needs assessment they undertook prior to setting up their 9-5, 7 days a week service along with the evaluation results when finalised.</p> <p>To circulate the Barnsley needs assessment and evaluation report when ready.</p>  | L Humohrey        | Ongoing  |

| 4. Locality Updates |  |         |          |
|---------------------|--|---------|----------|
| Log No              | Action   | Lead(s) | Deadline |
| 7                   | <p>► Mid Yorkshire</p> <p>Lynette Humphrey informed the Group there are 2 band 7 vacancies in Mid Yorks.</p> <p>Trust Fund monies had been allocated to a secondment post however the successful applicant was unable to be released from their post.</p> <p>The Trust are in the process of purchasing the McKinley Syringe Drivers.</p> <p>► St. Gemma's</p> <p>Julia Greenwood informed the Group that they have appointed their vacant CNS post and have a 6 month secondment post.</p> <p>► Kirkwood Hospice</p> <p>Andrew Gammon informed the Group that he has joined the team at Kirkwood Hospice. A band 6 development post and a new Consultant have been appointed. The rotational post has now finished.</p> <p>► Manorlands Hospice</p> <p>A refurbishment will begin in August, for this year period the Hospice will be down to 12 beds.</p> <p>► LTHT</p> <p>Elizabeth Rees informed the Group that the team are all now based at St. James's which is working well so far.</p> <p>► Airedale</p> <p>Karen Sinclair informed the Group that she is undertaking the LCP Facilitator role one day a week, the Hospital is launching version 12 on 28th June.</p> <p>► Wheatfields</p> <p>Julie Marshall-Pallister informed the Group of recent changes to District Nursing; DN's will no longer be attached to GP surgeries and will be assigned to 'geographical neighbourhoods' with a band 7 in charge of each 'neighbourhood'.</p> <p>To continue to provide regular updates to the Group.</p> | All     | Ongoing  |

| <b>5. Work Programme</b> |  |         |            |
|--------------------------|--|---------|------------|
| Log No                   | Action   | Lead(s) | Deadline   |
| <b>8</b>                 | <p>► Referral / Discharge Criteria</p> <p>Lynette informed the group that the Referral /Discharge working group have developed a information leaflet following discussion at the last meeting.</p> <p>Lynette Humphrey informed the Group that the aim of this work is to ensure all CNSs are working to the same Network referral criteria and to back up the Clinical Effectiveness work being undertaken in Bradford.</p> <p>The Group agreed to undertake an audit to ensure localities are meeting the Network agreed referral criteria.</p> <p>To circulate the information leaflet with the Action Log.</p> | E Jehan | 05/07/2010 |
| <b>9</b>                 | To circulate the Network referral criteria with the Action Log.  | E Jehan | 05/07/2010 |
| <b>10</b>                | <p>June Toovey informed the Group that data collection had been raised at the recent Sub Region Palliative &amp; EoLC Group meeting and work is being taken forward.</p> <p>The Group were asked to think about what areas of data they are collecting locally or in individual teams.</p> <p>To send areas of data collected locally or by team to emma.jehan@ycn.nhs.uk</p>  | All     | 05/07/2010 |

| <b>6. Group Membership</b>                              |   |          |            |
|---|---|----------|------------|
| Log No  | Action  | Lead(s)  | Deadline   |
| 11  | <p>The Group discussed their membership and concerns were raised that this is a large Group (over 70 members) however there is not consistent representation from all Localities.</p> <p>Following discussion the Group agreed to have named representatives for each Trust and Locality, this will form the core membership of the Group who will be expected to attend meetings on a regular basis and send a deputy if not able to attend. The remaining Group members will receive information regarding meeting but will not be expected to attend.</p> <p>The Group agreed named representatives:</p> <p>► Trusts<br/>Airedale - Karen Sinclair<br/>Bradford - Charlotte Rock<br/>Calderdale &amp; Huddersfield - Abbie Thompson<br/>Harrogate -<br/>Leeds - Elizabeth Rees &amp; Karen Henry<br/>Mid Yorks - Jane Dacre<br/>York -</p> <p>► Community<br/>Bradford &amp; Airedale - Barbara Hopwood, Janet Munro &amp; Pat Mowatt (Manorlands)<br/>Calderdale - Andrew Gammon (Kirkwood)<br/>Kirklees -<br/>Leeds - Julie Greenwood &amp; Valerie Shaw (St. Gemma's) and Gwyneth Whitehead &amp; Julie Marshall-Pallister (Wheatfields)<br/>Wakefield - Lynette Humphrey, Jan Walker &amp; Janet Millard<br/>North Yorkshire &amp; York - Caroline Boyd</p> <p>To confirm named representation with the Group.</p> | E Jehan  | 05/07/2010 |
| 12  | <p>Concerns were raised that there has been no representation from Harrogate and York for some time, June Toovey agreed to contact the Lead Cancer Nurses at these Trusts to request representation.</p> <p>To contact the Lead Nurses at Harrogate and York to ask for representation from these Trusts.</p>   | J Toovey | 05/07/2010 |
| <b>7. Specialist Palliative Care Intervention Audit</b> |   |          |            |
| Log No  | Action  | Lead(s)  | Deadline   |
| 13  | <p>Charlotte Rock presented the 'Measuring Clinical Effectiveness of a Hospital Palliative Care Team' audit that has been undertaken in Bradford.</p> <p>Following requests from several localities for the audit tool, the Sub Regional Palliative &amp; EoLC Group have agreed to undertake this as a Network wide audit. Charlotte Rock and June Toovey are currently talking to Colin Sloane, YCN User Facilitator about using the recently purchased SNAP software to take the audit forward, the Network have purchased licences for the Acute Trusts but not Hospices. The Network are looking at the support available to enable the Hospices to take the audit forward.</p> <p>Charlotte Rock informed the Group that the data analysis was the hardest part of the audit, Bradford &amp; Airedale are currently making minor changes to the audit tool.</p> <p>The next step is to form a small sub group, the invites for this will be going out in the coming weeks.</p> <p>To circulate Charlotte Rock's presentation with the Action Log.</p>   | E Jehan  | 05/07/2010 |

| <b>8. Any Other Business</b> |  |                               |            |
|------------------------------|--|-------------------------------|------------|
| Log No                       | Action   | Lead(s)                       | Deadline   |
| <b>14</b>                    | <p>► Psychology Assessment &amp; Intervention Training Programme for Cancer CNSs</p> <p>The Group were informed that the 2nd Psychology Assessment &amp; Intervention Training Programme for CNSs is planned for the Autumn following a successful 1st pilot.</p> <p>The course consists of 3 full days (over 3 months) of teaching, followed by 6 months of mentoring and a half day evaluation session.</p> <p>Places are available for 4 CNSs at Airedale - 2 of these places are available to Palliative Care CNSs only, 3 places for Mid Yorkshire, 3 places for Leeds and 2 places for York. Places are available based on the Psychologist support available for the 6 month period of mentoring.</p> <p>The Trust Lead Cancer Nurses have been asked nominate interested CNSs.</p> <p>Contact Trust Lead Cancer Nurses if interested in the programme.</p> | All                           | Ongoing    |
| <b>15</b>                    | <p>Valerie Shaw and Julie Marshall-Pallister informed the Group that St Gemma's, Wheatfields, Leeds Community Healthcare and Continuing Health Care are running training to prepare experienced senior nurses, working frequently with patients nearing the end of life to plan care effectively taking into consideration the patient's wishes.</p> <p>The course will explore Advance Care Planning in practice and outcomes will include the ability of senior nurses to sign off:</p> <ul style="list-style-type: none"> <li>• Do Not Attempt Resuscitation (DNAR) documentation.</li> <li>• Continuing Health Care (CHC) Fast Track application.</li> </ul> <p>To update the Group at the next meeting.</p>   | V Shaw & J Marshall-Pallister | 07/10/2010 |

**Date of Next Meeting(s)**

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