

Actions of the meeting held on
Thursday 20 October 2011, 10:00

Yorkshire Cancer Network

YCRN Meeting Room, Level 6, Bexley Wing, St. James's University Hospital

Present:

Mrs K Sinclair	Airedale NHS Foundation Trust
Mrs A Thompson	Calderdale and Huddersfield NHS Foundation Trust
Mrs E Rees	Leeds Teaching Hospitals NHS Trust
Mrs L Procter	Manorlands Hospice
Ms J Barnes	Mid Yorkshire Hospitals NHS Trust
Mrs A Dacre	
Ms L Humphrey	
Ms J Greenwood (Chair)	St Gemma's Hospice
Ms V Shaw	
Ms J Marshall-Pallister	Wheatfields Hospice
Mrs J Dale	York Teaching Hospital NHS Foundation Trust
Mrs P Kirk	Yorkshire Cancer Network
Mrs J Toovey	

Apologies

Ms C Boyd, Mr N Gomersal, Ms B Marks, Ms J Millard, Mrs C Rock, Ms G Whitehead

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
13	Julia Greenwood welcomed the Group and introduced Jeanette Barnes who has recently joined the team at Mid Yorkshire.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
14	The action log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 Information Pathway			
Log No	Action	Lead(s)	Deadline
15	Final additions to the pathway were agreed. To circulate the final pathway across the Sub-Regional area as the recommended minimum requirement.	P Kirk	03/11/2011
3.2 Joint working with non-cancer CNSs			
Log No	Action	Lead(s)	Deadline
16	This item is on hold until further work is done to support use of MPET funding. To add to future meeting agenda.	P Kirk	Ongoing

4. Sub Regional Group updates			
Log No	Action	Lead(s)	Deadline
17	<p>► MPET Funding</p> <p>June Toovey provided an update on the planned use of the MPET funding, including work to be completed by the end of November to cost training and support required to enable EoLC tools to be embedded in clinical practice.</p> <p>To circulate an overview of the project with the action log.</p>	E Jehan / P Kirk	03/11/2011
18	<p>► Transport Audit</p> <p>The transport audit is now complete and the findings are being used by Helen Thornton, Head of Logistics, Transport & Contracting at NHS Bradford & Airedale to support development of a specification for an urgent transport service.</p> <p>The group supported the suggestion that a simplified version of the audit tool should be made available online to enable on-going reporting of problems.</p> <p>To make the simplified tool available on the website.</p>	E Jehan / P Kirk	Ongoing
19	<p>Lynette Humphrey will attend the next Sub Regional Group meeting on behalf of the Nurses Group.</p> <p>To send meeting papers to Lynette Humphrey.</p>	E Jehan	03/11/2011
5. Work Programme			
Log No	Action	Lead(s)	Deadline
20	<p>The Group approved the amended Work Programme.</p> <p>June Toovey informed the Group that the Palliative Care Peer Review measures are due out for consultation in November.</p> <p>The Clinical Effectiveness Audit Group will meet on 15th December to review actions agreed for each locality in light of the audit findings. A poster abstract has been submitted for the Palliative Care Congress meeting.</p> <p>Lizzie Procter has completed work for Sue Ryder to develop a service delivery framework for community based SPC services. It was agreed that a small group (Lizzie Procter, Jane Dacre, Julie Dale and Penny Kirk) would meet to merge this work with the YCN Service Delivery Framework and to include hospital based SPC services.</p> <p>To share the amended framework with the Group at the next meeting.</p>	P Kirk	Next meeting
6. Annual report - sign off			
Log No	Action	Lead(s)	Deadline
21	<p>The 2010-11 Annual Report was agreed by the Group and signed off.</p> <p>To share the Annual Report with the Sub Regional Group and upload to the YCN website.</p>	E Jehan	03/11/2011

8. 7 day working			
Log No	Action	Lead(s)	Deadline
22	<p>Valerie Shaw is gathering information from community SPC teams across the UK regarding 7 day practices.</p> <p>To assess the requirement for 7 day working, Valerie Shaw and Julie Marshall-Pallister have developed a tool to audit OOHs calls to SPC services. Valerie Shaw will pilot this form from 1st November and share her findings with the Group at the next meeting.</p> <p>To update the Group at the next meeting.</p>	V Shaw	Next meeting
23	<p>If localities sign up to this audit, the generic tool can be developed using SNAP to enable the audit to be undertaken at a Network wide level.</p> <p>To add to the next Sub Regional Group agenda.</p>	E Jehan	03/11/2011
24	<p>Other potential sources of information to inform need for 7 day service include:</p> <ul style="list-style-type: none"> • audit of weekend admissions for patients on SPC community caseload; • feedback from district nursing teams; • Friday referral rates; • primary care OOHs calls. <p>There is a need to consider the needs of care homes.</p> <p>The audit also needs to consider the need for 7 day working in a hospital setting.</p>	N/A	N/A
25	<p>Janet Owen, End of Life Care Clinical Lead for Barnsley has been invited to the April 2012 meeting to feedback on the evaluation of their 7 day service.</p> <p>To send meeting details to Janet Owen once arranged.</p>	E Jehan	03/11/2011
26	<p>To put Penny Kirk in contact with the Nurse Director of the Mount Vernon Cancer Network as they have recently implemented 7 day working.</p>	J Toovey	03/11/2011
9. Learning Disabilities Project			
Log No	Action	Lead(s)	Deadline
27	<p>Francesca Evans has joined the Network in the role of Macmillan Learning Disabilities Inequalities Outreach Worker for 18 months to carry out a project to explore the experiences of people with learning disabilities who are diagnosed with cancer.</p> <p>This will include all stages of the care pathway. Members of the Group were asked to contact Francesca if they are aware of any patients on their team caseloads with learning disabilities or with information about how services have been adapted to support patients with a learning disability.</p> <p>To contact Francesca Evans with relevant information, email: francesca.evans@ycn.nhs.uk or phone: 01423 555789.</p>	All	Ongoing

10. Locality Updates			
Log No	Action	Lead(s)	Deadline
28	<p>► Mid Yorks</p> <p>2 current vacancies within the team. The End of Life Care Discharge Facilitator starts in post on 14th November. All SPC nursing staff required to work one day per month on a general ward.</p> <p>► Leeds</p> <p>Consultant post currently vacant although a recent appointment has been made.</p> <p>► Calderdale & Huddersfield</p> <p>The 3 hospital based CNSs are currently covering both sites (HRI & CRH) due to maternity leave.</p> <p>► York</p> <p>A review of all SPC services is being undertaken following recent Trust mergers.</p> <p>► Airedale</p> <p>Only 1 CNS working at present (due to long term sickness) and they will shortly be leaving this post. Supporting roll out of GSF for acute hospitals with support and enthusiasm from staff nurses. New LCP in place but finding it difficult to sustain.</p> <p>To continue to provide regular updates to the Group.</p>	All	Ongoing
29	<p>► St. Gemma's</p> <p>Julia Greenwood has been appointed to a development ANP post and the CNS post is out to advert. Day hospice services have joined with the community nursing team and this is working well. 2 community discharge facilitators are due to start in post and will work closely with the hospital based discharge facilitators to support early discharge and prevent non-essential admissions. A care homes facilitator has also started in post.</p> <p>► Manorlands</p> <p>CNS post now filled. Working jointly with Bradford community team to audit OOHs admissions and support Peer Review assessments.</p> <p>► Wheatfields</p> <p>New CNS has joined the team. Pilot of Palliative Care Register has started in 4 GP surgeries.</p> <p>To continue to provide regular updates to the Group.</p>	All	Ongoing

Date of Next Meeting(s)

To be confirmed