

Actions of the meeting held on
Thursday 06 August 2009, 10:00

Yorkshire Cancer Network

St Gemma's Hospice

Present:

Mrs J Garrud	Leeds Teaching Hospitals NHS Trust
Ms J Sharp	
Ms S Smith	
Mrs M Coleman	Mid Yorkshire Hospitals NHS Trust
Ms H Lancaster	
Ms M Allinson	User Partnership Group
Mr H Butcher	
Mrs S Cooke	
Mr A Hall	
Mr E McGowan	
Mrs J Stead	
Mr P Mayor	York Hospitals NHS Foundation Trust
Mrs J Archer (Chair)	Yorkshire Cancer Network
Mr C Sloane (Chair)	
Mrs J Toovey	

Apologies

Mrs V Allinson, Mrs C Allmark, Mrs P Brewis, Mr R Brewis, Mrs C Downes, Ms T Hiley, Ms V James, Mrs M Jennings, Mrs S Keir, Mr A Rawson, Ms J Roberts, Mrs L Wem

1. Welcome, Introduction & Apologies			
Log No	Action	Lead(s)	Deadline
14	Colin welcomed all to the meeting and read out the apologies received	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
15	The action log from the last meeting was accepted as a true record	N/A	N/A
2.1 Matters arising			
Log No	Action	Lead(s)	Deadline
16	There were no matters arising	N/A	N/A
3. Cancer information and support website update			
Log No	Action	Lead(s)	Deadline
17	Colin informed the group that he has now taken on the role of managing the website, working 7.5 hours per week. He has re established contact with the website content management system (CMS) suppliers, JamKit and agreement has been reached to supply the CMS website templates by the end of October 2009. Colin will give a further update at the next meeting Colin to update at next meeting	Sloane, C	Next meeting

4. YCN Patient Information Strategy			
Log No	Action	Lead(s)	Deadline
18	<p>Jane tabled the updated YCN Patient Information Strategy which had also been widely circulated by e-mail, and asked the group members to have a look at it and make any comments to her by Friday 25th September.</p> <p>This will be a substantive item on the agenda at the next meeting in November.</p> <p>All members to feedback to Jane by 25th September</p> <p>YCN Information Strategy to be added to the agenda for the next meeting - Friday 6th November 2009</p>	All	25/09/2009
5. National Patient Information Delivery System (NCPIDS) pilot phase 2a			
Log No	Action	Lead(s)	Deadline
19	<p>Jane explained to the group about the phase 2a pilots which are about to begin and there are 4 Trusts in the YCN who have signed up to them, these are Airedale, Harrogate, Leeds and York.</p> <p>A training session is to be held in Leeds on the 12th August which will be led by Claire Elshaw (Early Adopter Coordinator) from the Cancer Action Team.</p> <p>Jane to report progress at the next meeting</p>	Archer, J	Next meeting
6. YCN Patient Information Pathways			
Log No	Action	Lead(s)	Deadline
20	<p>Jane demonstrated the YCN Patient Information Pathways which have recently been uploaded onto the YCN website. It is now possible to access the pathways on the website and follow 'live links' to individual items of information on the pathways and download, save and print them. National resources are uploaded, Local resources are in progress.</p> <p>The work is ongoing and not all pathways and links are live yet but Jane is continuing to work towards having all pathways uploaded.</p> <p>Laminated versions of all agreed Information Pathways have been distributed to members of the NSSG's along with lists of resources available in alternative formats. Jane will bring examples to the next meeting.</p> <p>The group agreed that this is an excellent resource that will help both health professionals and patients and carers.</p> <p>Jane to keep the group updated</p> <p>Jane to bring examples of the laminated Information Pathways and alternative format pathways to the next meeting.</p>	Archer, J	ongoing
7. Resources in development			
Log No	Action	Lead(s)	Deadline
21	<p>Jane explained to the group that there are a number of resources that are currently going through the YCN process, information about 'your skin tunnelled catheter' has now been completed and is in use across the network.</p> <p>Jane to give further update at the November meeting.</p>	Archer, J	N/A

8. Patient Experience Surveys update			
Log No	Action	Lead(s)	Deadline
22	<p>Colin updated the group on the patient experience pilot. Colin explained that he is currently preparing the reports for the pilot and this was proving to be very time consuming and as a result the deadline for the reports has now been extended to the end of August</p> <p>The pilot however, has gone very well and response rates have been excellent across the 3 pilots sites (57%)</p> <p>Colin will present the full reports at the next meeting</p> <p>Colin to report at the next meeting</p>	Sloane,C	Next meeting
9. Supportive & Palliative Care Implementation Updates			
Log No	Action	Lead(s)	Deadline
23	<p>June Toovey reported that all elements of the patient information section of the supportive and palliative care guidance are now in place with the exception of the production of a Network information and support directory. The directory is currently being worked on and will feed directly into both the information pathway work and the patient information and support website project.</p> <p>June is due to present the supportive and palliative care monitoring report to the YCN Board in september. The full implementation is due to be complete by all cancer networks by December 2009.</p> <p>further update to be given at November meeting</p>	June Toovey	next meeting
10. Macmillan Mobile Information Unit			
Log No	Action	Lead(s)	Deadline
24	<p>Jane tabled the statistics from the recent visits of the Macmillan mobile information unit. The unit had been very well attended.</p> <p>The unit visited Skipton, Keighley, Leeds, Wakefield, Shipley, York and Harrogate</p> <p>The unit had 693 visitors in total which is excellent, of these 352 were female, 312 were male and 29 were unknown.</p> <p>In Shipley the unit visited as part of a 'Cancer Awareness Day' which was organised by Peter Sale on behalf of the Bradford and Airedale Cancer User Partnership groups. The Lord Mayor of Bradford was in attendance over lunch and the whole day evaluated extremely well.</p> <p>The unit will be with us again in November 09 (2nd to the 5th) and the focus will be on Castleford, Pontefract, Dewsbury, Halifax and Huddersfield. Jane will ensure everyone has an opportunity to suggest venues for the unit.</p> <p>Jane to send out a call for venue suggestions</p>	Archer, J	30/09/09

11. Any Other Business			
Log No	Action	Lead(s)	Deadline
25	<p>Marion reminded the group that the 'Managing the Stress of Cancer' booklet has now been put onto audio CD in Airedale and Bradford</p> <p>The booklet has been adapted for use across the YCN and will be processed through the Editorial Panel once agreement has been reached with the YCN Psycho-social support sub-group.</p> <p>Marion and Sue are looking into the possibility of producing a relaxation CD to accompany the booklet. Colin and Jane agreed to meet with Marion and Sue after this meeting to discuss this further.</p> <p>Colin to take the draft booklet to the psycho social sub-group meeting in Sept.</p> <p>Jane and Colin to send final draft through the Editorial Panel process.</p>	Sloane, C and Archer, J	30/09/09

Date of Next Meeting(s)

Friday 6th November 2009 10:00am
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