

Present:

Mr K Sohanpal	Airedale NHS Trust
Ms T Hiley	Bradford Teaching Hospitals NHS Foundation Trust
Mrs L Wood	Harrogate and District NHS Foundation Trust
Ms S Smith	Leeds Teaching Hospitals NHS Trust
Mrs M Coleman	Mid Yorkshire Hospitals NHS Trust
Ms S El Hassani	TEMP
Ms M Allinson	User Partnership Group
Mrs P Brewis	
Mr R Brewis	
Mr H Butcher	
Mrs S Cooke	
Mr A Hall	
Mr E McGowan	
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, Ms C Deeks, Mrs J Garrud, Ms V James, Mrs M Jennings, Mrs S Keir, Ms H Lancaster, Mr A Rawson, Ms J Sharp, Mrs J Stead, Mrs R Underwood, Mrs L Wem

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
26	Colin Sloane 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
27	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 Patient Experience Survey reports			
Log No	Action	Lead(s)	Deadline
28	Colin Sloane made hard copies of the Patient Experience Survey reports available to the Group. Any members of the Group who were unable to attend the meeting and would like hard copies of the report to contact Emma Jehan (emma.jehan@ycn.nhs.uk).	All	Ongoing

4. YCN Patient & Support Website - update			
Log No	Action	Lead(s)	Deadline
29	<p>Colin Sloane updated the Group on the YCN Patient Information & Support Website which he has been managing 1 day a week for the last 3 months, the aim is to advertise for a part time (3 days) band 4 Web Content Administrator to collect and collate locality information.</p> <p>Colin Sloane gave the Group a live demonstration of the website which is not yet publically available and invited members of the group to feedback their opinions, the website can be viewed at: http://ycn.jamkit.com/Home</p> <p>Members of the Group to feedback their opinions on the website to Colin Sloane; via email to colin.sloane@ycn.nhs.uk, phone 01423 555786 or by using the feedback form on the website.</p>	All	20.11.2009
5. YCN Information Pathways including 'All Cancers' pathway review and NCAT Pilot Phase 2a			
Log No	Action	Lead(s)	Deadline
30	<p>Jane Archer gave the Group a live demonstration of the NCPIDS website (National Cancer Patient Information Delivery System), 4 Trusts are currently taking part in Pilot Phase 2a. Phase 3 is due to start in March 2010 and it is planned that NCPIDS will go live via the NHS Choices website in April 2010.</p> <p>Concerns were raised that pieces of information seem to be out of date, further concerns were raised about the information available not being available in any alternative formats (different languages, Braille, large print etc) and Jane Archer agreed to feed these concerns back to the national team at the next national meeting.</p> <p>Jane Archer to feedback the Groups concerns to the national team.</p>	J Archer	11.12.2009
31	Jane Archer to update the Group at the next meeting.	J Archer	22.02.2010
32	<p>Jane Archer advised the Group that the Generic Patient Information Pathway will be due for review in February 2010 and asked for the Groups opinion on how best to do this; either a small task group to work separately or for the full Group to be involved.</p> <p>Group members to let Jane Archer know if they are willing to be involved in the review of the Generic Patient Information Pathway.</p>	All	20.11.2009
6. The YCN Information Strategy 2009-2012			
Log No	Action	Lead(s)	Deadline
33	<p>Jane Archer tabled the Patient Information Strategy and Action Plan and asked for the Groups comments by 16th November.</p> <p>Group members to submit their comments on the strategy to Jane Archer (jane.archer@ycn.nhs.uk) by Monday 16th November.</p>	All	16.11.2009

7. 'Two Week Wait' ...how best to inform patients			
Log No	Action	Lead(s)	Deadline
34	<p>Jane Archer reported that the Patient Experience Surveys highlighted many respondents were not aware if they had been urgently referred for cancer investigations.</p> <p>A draft leaflet explaining 2 Week Waits was tabled and Jane Archer asked the Group for their thoughts, the Group consensus was that the leaflet is a very good idea.</p> <p>Jane Archer advised the Group that she will be approaching the Primary Care Group for their help in implementing the leaflet once it is finalised.</p> <p>The leaflet will also be going through the Editorial Panel.</p> <p>Emma Jehan to email the leaflet to the Group for comments by Friday 20th November.</p>	E Jehan	20.11.2009
8. Key Worker Card pilot - update			
Log No	Action	Lead(s)	Deadline
35	<p>Colin Sloane advised the Group that the Key Worker Card has been piloted by York Hospital and the York and District Cancer Partnership Group, this is a resource originally developed by the Northern Cancer Network and has been adapted and rolled out by several other Networks.</p> <p>Paul Mayor reported that the card was sent, along with a questionnaire, to 50 breast cancer patients with a response rate of 50% so far, and has recently been sent to 29 colorectal patients.</p> <p>It was agreed that the results would be presented at the next meeting, a decision will then be made whether or not to roll the Key Worker contact card across the Network.</p> <p>The Group thanked Paul Mayor for all his work on the pilot.</p> <p>Paul Mayor to present the results of the pilot at the next meeting.</p>	P Mayor	22.11.2010
9. Any Other Business			
9.1 Mobile Unit -update			
Log No	Action	Lead(s)	Deadline
36	<p>Jane Archer informed the Group that the Macmillan Mobile Information Unit had recently been in Yorkshire and will present 2009 figures at the next meeting.</p> <p>Jane Archer to present 2009 figures at the next meeting.</p>	J Archer	22.02.2010
9.2 Managing the Stress of cancer update - update			
Log No	Action	Lead(s)	Deadline
37	<p>Jane Archer informed the Group that this resource has recently been sent to the Editorial Panel and providing the response is positive, will be funded by the Network for a 2 year print run.</p> <p>It was reported that Marion Allinson has worked to develop this in to an audio CD and Colin Sloane agreed make some copies available to the Group.</p> <p>Group members to contact Colin Sloane (colin.sloane@ycn.nhs.uk) if they wish to obtain a copy of the CD.</p>	C Sloane	20.11.2009

9. Any Other Business			
9.3 Relaxation CD - update			
Log No	Action	Lead(s)	Deadline
38	<p>Colin Sloane informed the Group that the Relaxation CD is still in the planning stages and asked the Information Centres to forward copies of any relaxation CDs they regularly offer patients.</p> <p>Discussion followed regarding whether or not the relaxation CD should be offered as part of the Managing the Stress of Cancer booklet and the Group agreed it should be.</p> <p>Information Centres to forward copies of any relaxation CDs they regularly offer patients.</p>	Information Centres	20.11.2009
9.4 S&P Care - Update			
Log No	Action	Lead(s)	Deadline
39	<p>June Toovey updated the Group on the Supportive & Palliative Care Guidance and tabled the dashboard presented to the Board, this highlights the current implementation level and the expected delivery for priorities due to be fully implemented by December 2009.</p> <p>The Patient Information priority is nearly fully compliant, with only local directories left to finalise (awaiting directories from Harrogate, York, Calderdale & Huddersfield and Mid Yorks), these local directories will be uploaded to the YCN website, and then to the Patient Information & Support site.</p> <p>The Group requested to see the breakdown of key points which make up the Patient Information priority.</p> <p>June Toovey advised the Group that all priorities are expected to be fully compliant by December 2009 and the final stock take on implementation of the guidance is required to NCAT in January 2010.</p> <p>Emma Jehan to send a breakdown of the Patient Information Priority to the Group.</p>	E Jehan	20.11.2009

Date of Next Meeting(s)

Monday 22nd February 2010 10:00am
St Gemma's Hospice

Tuesday 11th May 2010 10:00am
St Gemma's Hospice

Tuesday 17th August 2010 10:00am
St Gemma's Hospice

Tuesday 16th November 2010 10:00am
St Gemma's Hospice