

Actions of the meeting held on
Thursday 04 August 2011, 10:00

Yorkshire Cancer Network

St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Present:

Ms N Geddes	Calderdale and Huddersfield NHS Foundation Trust
Ms L Howard	Cancer Support Bradford & Airedale
Ms J Sharp	Leeds Teaching Hospitals NHS Trust
Ms H Lancaster	Mid Yorkshire Hospitals NHS Trust
Mr P Allen	User Partnership Group
Ms M Allinson	
Mrs P Brewis	
Mr R Brewis	
Mrs S Cooke	
Ms J Roberts	
Mrs J Archer (Chair)	York Teaching Hospital NHS Foundation Trust
Mrs H Hurley	Yorkshire Cancer Network
Miss E Jehan	
Mr C Sloane (Chair)	
Mrs J Toovey	

Apologies

Mr H Butcher, Mrs J Garrud, Ms T Hiley, Mr J Marshall, Mrs L Wright

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
18	Colin Sloane welcomed the Group and round table introductions were made. Members of the Group were introduced to Hannah Hurley who has recently joined the Network as Macmillan Patient Information Prescriptions Programme Manager. The Group were informed that Colin Sloane and Jane Archer would be stepping down as Co-Chairs of the Group and now that Hannah Hurley is in post, she will be taking on this role.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
19	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
20	▶ Key Worker Card This will be discussed at the next User Partnership Group meeting.	N/A	N/A

4. Patient Information Update			
Log No	Action	Lead(s)	Deadline
21	<p>Hannah Hurley informed the Group that she is currently working to finalise and send to print all the pieces of patient information that have been in the system for some time.</p> <p>Going forward there is a very limited budget for printing new information materials, there will however, be the option to develop web versions of information materials.</p> <p>To provide the Group with an up to date list of what information materials are in the system.</p>	E Jehan	31/08/2011
5. Patient Information Prescriptions Update			
Log No	Action	Lead(s)	Deadline
22	<p>Hannah Hurley informed the Group that the National Cancer Action Team (NCAT) has funding for the Information Prescriptions (IP) Programme until December 2012 and therefore support from the IP Facilitators can only be available until that date.</p> <p>Priority for IP Facilitator support will be provided to Trusts based on information from local Patient Surveys and the National Patient Survey.</p> <p>Feedback from the Beacon Sites has generally been very positive, the main issues have been around the training of staff (staff getting time out to do it), access to IT equipment (computers, printers in areas where staff see patients), engagement at executive and staff levels, ownership at Trust level, NHS climate/change (staff feel despondent due to changes that are still unknown), and engaging with the IT Dept. to make sure they are aware of any IT input/issues.</p> <p>The plan is to develop a model that will work in the different organisations/ MDTs that can then be rolled out across all the Trusts. Hannah will be working on a pilot with Mid Yorks and York with the aim being to roll out a programme across the Network.</p> <p>The Group were informed that local information can and will be uploaded to NHS choices so this is accessible to those using the system, along with national information. Localities will be responsible for ensuring their local information is kept up to date. Each Health Care Professional (HCP) using the system will also be able to create a 'favourites' file where information regularly given to patients can be saved, this can be based on each site specific patient information pathway.</p> <p>Marion Allinson highlighted the need for regular audit to ensure there are no gaps in information.</p> <p>To provide regular updates to the Group.</p>	H Hurley	Ongoing

6. Work Programme			
Log No	Action	Lead(s)	Deadline
23	<p>The 2011 draft Work Programme was tabled and members of the Group took time to work through the draft document and fed back comments. The emphasis of the draft Work Programme is now on 2 work streams; Information Prescriptions and Patient Information Resources.</p> <p>June Toovey informed the Group that the majority of the work identified in the draft Work Programme needs to be undertaken in individual localities with the support of the Network. Therefore the Group will meet twice a year to review the Work Programme progress and achievements. A regular briefing (every 3 months) will be circulated to the Group members. Individual project groups will be set up to take specific pieces of work forward, these Groups will be taken to the User Partnership Group meetings for discussion and Service Users & Carers will be invited, alongside health professionals, to join.</p> <p>It was agreed that Patient Information would be added as a standing agenda item for the annual User Partnership LINKs Event. It was also agreed that updates on Patient Information would happen through the User Partnership Group.</p> <p>To write to the Group highlighting the recent changes.</p>	H Hurley	31/08/2011
6.4 Working Groups			
Log No	Action	Lead(s)	Deadline
24	<p>► Editorial Panel</p> <p>The Editorial Panel will not change, and forms part of the YCN Patient Information Resource Process, and is key to ensuring that the Patient Information Resources are developed with patient/carer and stakeholder input.</p> <p>Several information resources have been circulated for review recently and the members of the Panel were thanked for their input.</p> <p>To continue to circulate resources for review.</p>	H Hurley	Ongoing
7. Any Other Business			
Log No	Action	Lead(s)	Deadline
25	<p>Sue Cooke raised concerns that another patient has approached her very distressed regarding the content of a letter she received prior to a CT scan advising he not to eat or drink, and then receiving contradictory information on the day.</p> <p>June Toovey advised that this needs to be taken through the Leeds complaints procedure as a starting point. It was also suggested to discuss with Vicki James and the Leeds Partnership Group.</p>	N/A	N/A
26	<p>Airedale have appointed a Health Information Specialist, Paul Stevenson who will be added to the Locality Information Leads Group.</p> <p>To update the LILs Group membership.</p>	E Jehan	31/08/2011
27	<p>Plans have been approved to build a new Cancer Centre at Harrogate District Hospital in conjunction with Sir Robert Ogden and Macmillan.</p> <p>The new build will include a Cancer Information Centre.</p>	N/A	N/A

Date of Next Meeting(s)

To be confirmed