

# Supportive and Palliative Care Steering Group



Actions of the meeting held on  
Wednesday 10 January 2007, 10:00

Yorkshire Cancer Network

YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

## Present:

Ms C Rock	Bradford Teaching Hospitals NHS Foundation Trust
Ms P Middlebrook	Harrogate and District NHS Foundation Trust
Dr P Harvey	Leeds Teaching Hospitals NHS Trust
Ms L McDonald	Macmillan Cancer Support (York Office)
Mrs C Miller	York Hospitals NHS Trust
Miss L Carroll	Yorkshire Cancer Network
Mr M Child	
Ms J Toovey	

## 1. Apologies

Ms T Adams, Mrs J Archer, Ms J Duerden, Ms K Oddy, Ms S Scales, Ms V Taylor

## 3. Terms of Reference

Log No	Action	Lead(s)	Deadline
1	To amend the draft ToR for the Supportive and Palliative Care Steering Group, Supportive and Palliative Care Communications Sub-group, User Involvement and Information Sub-group and Psychological Care Sub-group and circulate with the action log.	J Toovey	01/02/2007
2	To formally agree the ToR at the next meeting.	J Toovey	18/04/2007
3	To amend the YCN Palliative Care Group ToR to include the link with the Supportive and Palliative Care Steering Group.	C Rock	Review 18/04/2007

## 4. Suggested structure for S&P guidance work for YCN

Log No	Action	Lead(s)	Deadline
4	To take the Supportive and Palliative Care diagram showing the link between the different Network group to the Network Lead Team for approval.	J Toovey	Review 18/04/2007

## 5.1. User Involvement and Information

Log No	Action	Lead(s)	Deadline
5	To schedule four meetings/mini workshops in 2007 to take forward work on the user involvement and information section of the guidance.	J Archer/M Child	Review 18/04/2007
6	Following a group discussion on user/carer involvement on the Supportive & Palliative Care Steering Group it was proposed that two core members attend from the YCN User Partnership group. It was agreed that other representatives should be given the opportunity to attend with these core members.  To speak to Colin Sloane regarding having user/carer representation on the group.	M Child	Review 18/04/2007
7	To circulate the YCN User Involvement Strategy and Work Plan when finalised.	M Child	Review 18/04/2007

<b>5.2. Communication</b>			
Log No	Action	Lead(s)	Deadline
11	Following the meeting with representatives from Bradford, Harrogate and Leeds Universities, to keep informed on the proposal of having a module for Advanced Communication Skills Training with the two components (practical and theory).	J Toovey	Review 18/04/2007
12	June Toovey has been informed by the CAT that the three Networks (YCN, HYCCN and NTCN) will be receiving £41, 400.55 to help with the delivery of Advanced Communication Skills Training. A plan must be submitted detailing how this money will be used.  To produce and submit an Action Plan to the CAT by February 2007.	J Toovey	Review 18/04/2007
13	To establish communication sub-group to take this work forward.	J Toovey	Review 18/04/2007
<b>5.3. Psychological Care</b>			
Log No	Action	Lead(s)	Deadline
8	To liaise with Peter Harvey and Jan Helbert to arrange S&P Care Psychological Sub-Group meetings for 2007.	L Carroll	Review 18/04/2007
9	To circulate the National Comprehensive Cancer Network Distress Management document with the action log.	L Carroll	Review 18/04/2007
10	To take forward the work on psychological care. Discuss the possibility obtaining Network endorsement for the National Comprehensive Cancer Network Distress Management tool and consider how this would be approached i.e. training standards.	Psychological Sub-group	Review 18/04/2007
<b>5.4. Palliative Care</b>			
Log No	Action	Lead(s)	Deadline
14	To produce a strategy for the finalised Palliative Care Needs Assessment.	C Rock	Review 18/04/2007
<b>6.1. Co-ordination of care - Key worker</b>			
Log No	Action	Lead(s)	Deadline
15	Although the YCN User Partnership Group agreed there should be a nominated Key Worker there was no consensus on who the Key Worker should be. Following a group discussion it was agreed that individual teams should decide who the nominated Key Worker is.  To explore the possibility of Network funding/sponsorship for the production of cards that can be given to patients with the Key Worker details on.	J Toovey	Review 18/04/2007
16	To circulate examples of the cards for Lead Nurses to take to the locality groups for their approval.	M Child	Review 18/04/2007
17	To produce a Network position statement summarising the role of the Key Worker.	J Toovey	Review 18/04/2007
<b>6.2. Spritual Care</b>			
Log No	Action	Lead(s)	Deadline
18	To circulate the website links for the spiritual care documents with the action log.	L Carroll	

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<b>6.2. Spritual Care</b>			
Log No	Action	Lead(s)	Deadline
19	To see if there is a spiritual care group that the Network can link to.	C Rock	Review 18/04/2007
<b>6.3. Rehabilitation</b>			
Log No	Action	Lead(s)	Deadline
20	June Toovey to identify a link person from the SHA AHP group to discuss cancer care rehabilitation issues. The SHA AHP group plan to undertake mapping work on this.	J Toovey	Review 18/04/2007
<b>6.4. Social Support</b>			
Log No	Action	Lead(s)	Deadline
21	To meet with the Head of Service delivery at Leeds Social services to discuss social support and how this work could be taken forward.	J Toovey	Review 18/04/2007
<b>7. Work plan development</b>			
Log No	Action	Lead(s)	Deadline
22	To circulate the T10 action plan return to PCTs and the Lead Teams in the acute trusts for completion and to get an updated position regarding the implementation of the Supportive and Palliative Care Guidance across the Network	J Toovey	Review 18/04/2007
23	To discuss the completion of the T10 Action Plan return at the locality group meetings.	J Toovey / B Tinkler	Review 18/04/2007
<b>9. Date of Next Meeting</b>			
Log No	Action	Lead(s)	Deadline
24			

**Date of Next Meeting(s)**

Wednesday 18th April 2007 10:00 am  
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Wednesday 18th July 2007 10:00 am  
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Wednesday 14th November 2007 10:00 am  
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital