

**Actions of the meeting held on
Wednesday 18 April 2007, 10:00**

Yorkshire Cancer Network

YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Present:

Ms J Helbert	Bradford and Airedale Teaching PCT
Ms M Allinson	User Partnership Group
Mrs S Cooke	
A Nowell	
K Nowell	
Mrs C Miller	York Hospitals NHS Foundation Trust
Mrs J Archer	Yorkshire Cancer Network
Miss L Carroll	
Mr M Child	
Mrs J Toovey	

1. Apologies

Dr P Harvey, Ms L McDonald, Ms P Middlebrook, Ms C Rock

3. Terms of Reference			
Log No	Action	Lead(s)	Deadline
1	To formally sign off the ToR for the Supportive and Palliative Care Steering Group.	J Toovey	20/04/2007
2	To formally approve and sign off the ToR for the Psychological Sub-group at the meeting taking place on 3rd May 2007.	J Helbert	03/05/2007
3	To produce/update the ToR and membership for the YCN User Information Sub-group and formally sign off.	M Child and J Archer	Review 18/07/2007
4. Suggested structure for S&P guidance work for YCN			
Log No	Action	Lead(s)	Deadline
4	To take the Supportive and Palliative Care Structure diagram showing the link between the groups to the Network Lead Team.	J Toovey	Review 18/07/2007
5.1. User Involvement and Information			
Log No	Action	Lead(s)	Deadline
5	To merge the finalised YCN User Involvement Strategy and draft YCN Action Plan and circulate to the group for comments.	M Child and L Carroll	20/04/2007
6	To circulate the draft YCN Patient Information Strategy by email and send a hard copy in the post to the group. Jane Archer welcomed further comments from the members.	J Archer and L Carroll	20/04/2007
7	To take the YCN User Involvement Action Plan and the YCN patient Information Strategy to the next YCN Management Board meeting taking place on 30th April 2007.	M Child and J Archer	30/04/2007
8	To invite relevant colleagues to the YCN User Information Sub-group meetings. Work on the User Involvement and Information element of the Supportive and Palliative Care Guidance will be taken forward by this group.	M Child and J Archer	Review 18/07/2007

5.2. Communication			
Log No	Action	Lead(s)	Deadline
9	<p>£42,155 has been provided from the CAT to deliver Advanced Communication Skills Training (ACST) across the YCN, HYCCN and NTCN. Due to population size the YCN will be entitled to 48% of the places/money available.</p> <p>A meeting with the three Networks is taking place on Monday 23rd April to discuss how this will be delivered.</p> <p>To update the group on ACST at the next meeting.</p>	J Toovey	Review 18/07/2007
10	<p>Following a group discussion it was acknowledged the Network must consider audit/follow-up for ACST. It was suggested they could use the audit tool produced by the YCN User Partnership Communication Sub-group.</p> <p>To circulate this audit tool with the action log.</p>	L Carroll	20/04/2007
5.3. Psychological Care			
Log No	Action	Lead(s)	Deadline
11	<p>The Psychology Sub-group has been formed to take forward the psychology elements of the Supportive and Palliative Care Guidance.</p> <p>At the Psychology Sub-group meeting that took place on 5th March members agreed to go back to their organisations to identify the lead for implementing the Supportive and Palliative Care Guidance.</p> <p>This group have agreed to undertake a mapping exercise to identify what psychological care is available in each of the localities.</p> <p>To circulate the minutes of the Psychology Group.</p>	L Carroll	20/04/2007
5.4. Palliative Care			
Log No	Action	Lead(s)	Deadline
12	<p>Work on the production of a strategy for the finalised Palliative Care Needs Assessment is ongoing.</p> <p>Diana Robinson and Sue Cooke have joined the YCN Palliative Care Group.</p> <p>To amend the YCN Palliative Care Group's ToR to reflect the link with the Supportive and Palliative Care Steering Group.</p>	C Rock	Review 18/07/2007
5.5. Key Worker			
Log No	Action	Lead(s)	Deadline
13	<p>To update the Key Worker and Support for Patients along their Pathway of Care paper to highlight that patients want to have the opportunity to change their key worker.</p> <p>To take this paper to the next YCN Lead Nurses meeting for comments and formal approval.</p>	J Toovey	16/05/2007
14	<p>To invite Cath Miller to the next YCN User Partnership Group meeting to present the Intergrated Cancer Care Pilot Programme undertaken in York.</p>	M Allinson	21/05/2007

5.6. Spritual Care			
Log No	Action	Lead(s)	Deadline
15	To link in with the West Yorkshire Chaplain Group to discuss taking forward the Spiritual Care element of the guidance through this group.	J Toovey	review 18/07/2007
5.7. Rehabilitation			
Log No	Action	Lead(s)	Deadline
16	To meet with a representative from the Strategic Health Authority Allied Health Professional (SHA AHP) Group to discuss taking forward the work on the rehabilitation section of the guidance.	J Toovey	Review 18/07/2007
17	To meet with meet with the AHP nominated lead from the Cancer Care Alliance Network to discuss how they have undertaken work on rehabilitation and feedback at the next meeting.	J Toovey	18/07/2007
5.8. Social Support			
Log No	Action	Lead(s)	Deadline
18	<p>June Toovey met with the Head of Social Services at LTHT. It is felt the best approach for Leeds would be using the single assessment process. As there is no link between the Social Services across the Network It was suggested that each locality may have to take this forward on an individual approach.</p> <p>To discuss this further with the YCN Lead Nurses.</p>	J Toovey	16/05/2007
6. Guidance on Holistic Common Assessment			
Log No	Action	Lead(s)	Deadline
19	<p>June Toovey tabled the Holistic common assessment of supportive and palliative care needs for adults with cancer produced by Kings College London. It was noted that this excludes carer assessment.</p> <p>Discussions on how this may be implemented in organisations across the YCN need to take place.</p> <p>To discuss this with the YCN Lead Nurses Group.</p>	J Toovey	16/05/2007
7. T10 Action Plan			
Log No	Action	Lead(s)	Deadline
20	To collate the T10 Action Plan responses received from the Chairs of the locality groups and the Lead Teams within the Trusts.	J Toovey	Review 18/07/2007
8. Peer Review Measures for Supportive & Palliative Care			
Log No	Action	Lead(s)	Deadline
21	The production of the Peer Review Measures is ongoing. To provide feedback from the meeting taking place on 18th May 2007 with Justin Palin and Ian Manfold from the CAT regarding the Quality Measures.	P Harvey	Review 18/07/2007
9. National monitoring of guidance implementation			
Log No	Action	Lead(s)	Deadline
22	To circulate the national presentation listing the 10 indicators for monitoring the implementation of the supportive and palliative care Guidance.	L Carroll	20/04/2007

9. National monitoring of guidance implementation

Log No	Action	Lead(s)	Deadline
23	To provide feedback on the meeting taking place with the Network Nurse Directors in May about the 10 indications.	J Toovey	Review 18/07/2007

Date of Next Meeting(s)

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