

**Actions of the meeting held on
Wednesday 18 July 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 S Scales	Leeds Teaching Hospitals NHS Trust
Ms L Humphrey	Mid Yorkshire Hospitals NHS Trust
Ms P Walker	
Ms M Oakhill	The Prince of Wales Hospice
Ms M Allinson	User Partnership Group
Mrs S Cooke	
Mrs A Nowell	
Mr K Nowell	
Mrs C Miller	York Hospitals NHS Foundation Trust
Miss L Carroll	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

1. Apologies

Mr M Child, Ms J Duerden, Mrs S Ebbage, Ms J Helbert, Ms L McDonald

3.1. Terms of Reference			
Log No	Action	Lead(s)	Deadline
24	To formally approve and sign off the ToR for the Psychological Sub-group at the next meeting taking place on 6th September 2007.	J Toovey	06/09/2007
3.2. National monitoring of the S&P Guidance			
Log No	Action	Lead(s)	Deadline
25	The draft NICE Supportive and Palliative care Guidance Priorities for 2007 - 2008 were tabled. Members discussed the level of attainability for each key recommendation. To produce a table of the key recommendations with a summary of progress to date and expectations by March 2008.	L Carroll & J Toovey	25/07/2007
4.1. Co-ordination of care - Key worker			
Log No	Action	Lead(s)	Deadline
26	June Toovey ensured members had received the Operational Policy recommendations for the Key Worker. An in-depth discussion followed. It was noted that the Key worker process for those patients within primary care/community is not clear and therefore further consideration on this must take place. To send comments on the policy to June Toovey.	J Toovey	Review 14/11/2007

4.2. User Involvement and Information			
Log No	Action	Lead(s)	Deadline
27	<p>June Toovey informed the group that Martin Child, YCN User Facilitator has resigned (last day 24th July 2007) and Jane Archer, YCN Patient Information and Support Manager is currently on maternity leave.</p> <p>To take the draft User Involvement Action Plan with the finalised strategy to the YCN Management Board for final ratification.</p>	J Toovey	23/07/2007
28	<p>To take the YCN Patient Information Strategy to the YCN Management Board Group for ratification. The draft Action Plan will be circulated for comments prior to being taken to the YCN Management Board.</p>	J Toovey	23/07/2007
29	<p>Interviews for the YCN Macmillan Web Content Manager secondment post are taking place on Thursday 19th July 2007.</p> <p>To keep the group updated on this.</p>	J Toovey	Review 14/11/2007
4.3. Communication			
Log No	Action	Lead(s)	Deadline
30	<p>The CAT has confirmed that the three models for Advanced Communication Skills Training (ACST) are to be amalgamated into a single model. The new model will run for 3 days, be non residential and will mean the use of actors and video instead of audio for the role play session. Money will be made available for the transition period from the three models to one.</p> <p>Work is being taken forward across the YCN, HYCCN and North Trent Cancer Network to look at sustainability and to produce some learning outcomes for ACST.</p> <p>June Toovey to keep members updated on the national model.</p>	J Toovey	Review 14/11/2007
4.4. Psychological Care			
Log No	Action	Lead(s)	Deadline
31	<p>This group has an agreed work plan and will map the current provision of psychology service for levels 3&4 and complete the pilot project to assess the benefit of undertaking the distress thermometer tool. This group is also looking a training and education.</p> <p>To keep members updated on the work of this group.</p>	J Toovey	Review 14/11/2007
4.5. Social Support			
Log No	Action	Lead(s)	Deadline
32	<p>June Toovey reported that there appears to be no joint working between social services within different councils in the Network, therefore it was agreed that Trusts will need to work on this locally, rather than at Network level.</p> <p>This was raised and discussed at the Lead Nurses meeting that took place on 20th June. Lead Nurses agreed to establish what social services are available locally in order to provide this information to patients.</p> <p>To keep the group updates on the work undertaken on social support.</p>	J Toovey	Review 14/11/2007

4.6. Spritual Care			
Log No	Action	Lead(s)	Deadline
33	<p>June Toovey has emailed the Chaplain from the West Yorkshire Chaplain Group (Bradford) to see if it is appropriate to link into this group to take forward the work on spritual care.</p> <p>To update the group on this at the next meeting.</p>	J Toovey	Review 14/11/2007
4.7. Palliative Care			
Log No	Action	Lead(s)	Deadline
34	<p>The YCN Palliative care Group are currently updating their palliative care strategy using the NICE guidance. This group is undertaking a basic mapping exercise to see where they currently are on the implementation of the NICE IOG. An time-out day is to be held in October 2007 where they hope to agree the priorities within the strategy.</p> <p>To keep the group updated on this work.</p>	C Rock	Review 14/11/2007
4.8. Rehabilitation			
Log No	Action	Lead(s)	Deadline
35	<p>June Toovey met with the named representative from the Strategic Health Authority Allied Health Professional Group (SHA AHP). It is felt this may not be the most appropriate group to help take forward work on the rehabilitation section of the guidance.</p> <p>June Toovey proposed they form a separate Network AHP Group to Lead on this work.</p> <p>To email the Lead Nurses requesting nominations of AHPs who would be interested in joining this group.</p>	J Toovey and Lead Nurses	Review 14/11/2007
5. Guidance on Holistic Common Assessment			
Log No	Action	Lead(s)	Deadline
36	<p>The Lead Nurses will lead on this work and recommend where in the pathway the holistic common assessment should be taken and suggest tools that can be used.</p> <p>To keep members updated on this work.</p>	J Toovey	Review 14/11/2007
7. Peer Review Measures for Supportive & Palliative Care			
Log No	Action	Lead(s)	Deadline
37	<p>June Toovey tabled the draft Complementary Therapy and Rehabilitation Peer Review Quality Measures.</p> <p>To send comments to June Toovey by Friday 3rd August 2007.</p>	All	Review 14/11/2007

Date of Next Meeting(s)

Wednesday 14th November 2007 10:00 am
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