

Actions of the meeting held on  
Wednesday 14 November 2007, 10:00

Yorkshire Cancer Network

YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

## Present:

Ms J Helbert	Bradford and Airedale Teaching PCT
Mrs H Hey	Bradford Teaching Hospitals NHS Foundation Trust
Ms C Rock	
Mrs S Ebbage	Harrogate and District NHS Foundation Trust
Mrs S Scales	Leeds Teaching Hospitals NHS Trust
Mrs S Cooke	User Partnership Group
Mrs C Miller	York Hospitals NHS Foundation Trust
Miss L Carroll	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

## Apologies

Ms M Allinson, Ms J Duerden, Ms L McDonald

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
38	The Action Log of the last meeting was agreed as a accurate record	N/A	N/A
<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
39	There were no matters arising.	N/A	N/A
<b>4.1. Co-ordination of care - Key worker</b>			
Log No	Action	Lead(s)	Deadline
40	<p>The Operational Recommendations for the Key Worker Policy was sent to the YCN Lead Nurses for dissemination through localities. The group agreed to formally sign this off as a Network policy noting these are the minimum recommendations and localities may adapt to meet specific Trust requirements.</p> <p>The next step is to produce competencies so areas of training can be identified.</p> <p>To email the Lead Nurses to request information on which professionals are Key Workers so areas of training/ knowledge base requirements can be identified.</p>	J Toovey	21/11/2007

<b>4.2. User Involvement and Information</b>			
Log No	Action	Lead(s)	Deadline
41	<p>Mr Mungur has been appointed as the Web Content Manager for the Yorkshire Cancer Network and will commence his post in January 2007. Mr Colin Sloane has been appointed as the YCN User Facilitator.</p> <p>The YCN User Involvement Strategy and Action Plan has been signed off by the YCN Management Board.</p> <p>Comments on the YCN Patient Information Strategy have been received.</p> <p>To incorporate the comments received on the YCN Patient Information Strategy and re-circulate.</p>	J Toovey	
42	<p>A draft report has been circulate following the generic patient Information workshop that took place on 12th October . It is anticipated the generic patient information pathway will be produced by January 2008.</p> <p>The Patient Information and User Involvement Leads have agreed to prioritise producing patient information pathways for each NSSG by March 2008. This group felt it would be helpful if a role description could be produced for the User Involvement and Patient Information Leads.</p> <p>To draft a role description for the NSSG User Involvement and Patient Information Leads.</p>	J Toovey	
<b>4.3. Communication</b>			
Log No	Action	Lead(s)	Deadline
43	<p>The three models for ACST are to be amalgamated into a single model and will be piloted between January and March 2008. The three networks (HYCCN, YCN and NTCN) have informed the CAT that they will require an estimated 20 facilitators next year (10 for the YCN). June Toovey has discussed with Barbara Cross incorporating ACST into the SPR training programme. She has also been having discussions to identify potential future facilitators. Work is ongoing to develop a learning outcome for ACST that can be used by the University to run the programme and support the sustainability.</p> <p>June to discuss this further with Chris Holroyd at the SHA</p> <p>June Toovey to discuss this further with Vanessa Taylor</p>	J Toovey	21/11/2007
<b>4.4. Psychological Care</b>			
Log No	Action	Lead(s)	Deadline
44	<p>The next YCN Psychology Sub- group meeting is taking place on 22nd November 2007.</p> <p>This group is working on;</p> <ul style="list-style-type: none"> <li>• Drafting a mapping tool</li> <li>• Mapping psychological care across the network and identify any gaps</li> </ul> <p>Member of this group are also developing a basic package for teaching and assessment for psychological care.</p> <p>June Toovey to ask for CNS volunteers willing to join this group.</p>	J Toovey	16/11/2007

<b>4.4. Psychological Care</b>			
Log No	Action	Lead(s)	Deadline
45	Charlotte Rock felt it would be beneficial to have representative from the YCN Palliative Care Group attend the YCN Psychology Sub-group meetings.  June Toovey to email the YCN Palliative Care Group to ask for a volunteer to join this group.	J Toovey	21/11/2007
<b>4.5. Social Support</b>			
Log No	Action	Lead(s)	Deadline
46	York is currently mapping their provision for social support. Their local Citizens Advice Bureau is undertaking a three year project on improving their access to vulnerable groups which includes patients with cancer. Funding is available until June 2009. It is hoped this can be used to help the cancer care centre provide financial support for cancer patients.  Cath Miller to keep the group updated on this.	C Miller	Review next meeting
47	Helen Hey informed colleagues of the befriending service provided by age concern highlighting that the patient or relative must contact them direct (i.e. not a referral). She has contacted them regarding how they advise on further care options in nursing or residential homes and will feed back on their response at the next meeting.  To feedback at the next meeting.	H Hey	Review next meeting
<b>4.6. Spiritual Support</b>			
Log No	Action	Lead(s)	Deadline
48	A half day workshop for the chaplains is taking place in Jan 2008 to look at spiritual care assessment.  To keep the group updated on this.	J Toovey	Review next meeting
<b>4.7. Palliative Care</b>			
Log No	Action	Lead(s)	Deadline
49	The Palliative care time-out was a great success. The group is working towards defining the palliative care pathway.  To keep group updated on this work.	C Rock	Review next meeting
<b>4.8. Rehabilitation</b>			
Log No	Action	Lead(s)	Deadline
50	The Rehabilitation group would welcome a Service User representative.  The next Rehabilitation Group meeting will take place on 30th November 2007.  To ask for volunteers from the User Partnership Group interested in becoming a member of the Rehabilitation Group.	J Toovey	21/11/2007
51	Members felt it would be beneficial to a representative from the Rehabilitation Group joined the Supportive and Palliative Care Steering Group.  To invite a representative from the Rehabilitation group to join the group.	J Toovey	21/11/2007

<b>6. Peer Review Measures for Supportive &amp; Palliative Care</b>			
Log No	Action	Lead(s)	Deadline
<b>52</b>	<p>The draft Peer Review Quality Measures for Rehabilitation have been circulated for consultation.</p> <p>June Toovey is taking these Measures to the Rehabilitation Group meeting on the 30th November for comments.</p> <p>To send comments on these Measures to June Toovey by 17th December 2007 so she can collate and submit a Network response by 11th January 2008.</p>	All and J Toovey	17/12/2007
<b>7. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
<b>53</b>	To circulate a blank template of the NICE Supportive and Palliative Care Guidance Priorities.	L Carroll	21/11/2007
<b>54</b>	To complete the template of the NICE Supportive and Palliative Care Guidance Priorities and submit to June Toovey by 31st January 2008.	Lead Nurses	31/01/2008
<b>8. Dates for 2008 meetings</b>			
Log No	Action	Lead(s)	Deadline
<b>55</b>			

**Date of Next Meeting**

To be scheduled