

**Actions of the meeting held on  
Wednesday 12 March 2008, 10:00**

**Yorkshire Cancer Network**

**Fewston Meeting Room, 1st Floor, Fewston Wing, Harrogate District Hospital**

**Present:**

Mrs S Ebbage	Harrogate and District NHS Foundation Trust
Mrs S Scales	Leeds Teaching Hospitals NHS Trust
Mrs J Archer	Yorkshire Cancer Network
Miss C Murray	
Mrs J Toovey (Chair)	

**Apologies**

Ms M Allinson, Ms J Duerden, Mrs H Hey, Ms L Humphrey, Ms C Rock

<b>4.1. Co-ordination of care - Key worker</b>			
Log No	Action	Lead(s)	Deadline
<b>56</b>	<p>June Toovey informed members that the Network Guidelines for the Key Worker role are available to the localities to develop local policies. Work is still to be done to identify the competencies, training and education for the role.</p> <p>Clair Murray to circulate the Network Guidelines for the Key Worker role with the action log. June Toovey to ask Phillip Melling to upload this onto the YCN website.</p>	C Murray/J Toovey	26/03/2008 and 18/06/2008
<b>57</b>	June Toovey to produce a list of competencies to send to members for comment.	J Toovey	30/04/2008
<b>4.2. User Involvement and Information</b>			
Log No	Action	Lead(s)	Deadline
<b>58</b>	<p>An editorial and funding agreement system is in place to assess new information materials produced for use across the network.</p> <p>The final amendments have been made to the YCN Patient Information Strategy and Action Plan and has been ratified by the Network Board.</p> <p>Clair Murray to circulate the final version of the Patient Information Strategy and Action Plan with the action log and to upload onto the YCN website.</p>	C Murray	26/03/2008
<b>59</b>	<p>June Toovey informed the group that the National Patient Information Pathways will be mapped by July 2008.</p> <p>The Generic Patient Information Pathway has been agreed.</p> <p>June Toovey and Jane Archer to simplify this to use in practice and to circulate to the group once produced.</p>	C Murray	26/03/2008
<b>60</b>	<p>Colin Sloane has now drafted the NSSG User Involvement and Pathway Information Lead Role description.</p> <p>June Toovey agreed to amend the role description to include 'There will be a resource for NSSG's around user involvement and effective methods in engaging users for developing services' following Sally Scales' suggestion.</p> <p>June Toovey to circulate this to this group and also the NSSG User Involvement Leads for wider comment once the amendments have been made.</p>	J Toovey	31/03/2008

<b>4.3. Communication</b>			
Log No	Action	Lead(s)	Deadline
61	<p>June Toovey informed the group that the unified ASCT model is being piloted until the end of March 2008.</p> <p>The facilitator database and the coordination of courses is to be done nationally but delivered locally.</p> <p>Regionally, the SHA has awarded £40k to fund 12 facilitators to be trained with the understanding that the training will be supported and be delivered in universities to ensure sustainability. The programme is currently being run in Sheffield university.</p> <p>Nationally, £103k has been allocated to the YCN by the CAT to support the ACST programme, however how this will be monitored is yet to be agreed.</p> <p>June Toovey to liaise with Bradford and Leeds universities to support them running the ACST programme. To update the group at the next meeting</p>	J Toovey	18/06/2008
<b>4.4. Psychological Care</b>			
Log No	Action	Lead(s)	Deadline
62	<p>June Toovey updated the group on the work of the newly established Psychology group.</p> <p>The group is working on;</p> <ul style="list-style-type: none"> <li>• A project looking at surveillance tools. The distress thermometer and the concerns check list.</li> <li>• Looking at a mapping tool for level 3 and 4 psychological services for cancer.</li> <li>• Education around psychological care.</li> </ul> <p>Jan Helbert to update at the next meeting.</p>	J Helbert	18/06/2008
<b>4.5. Social Support</b>			
Log No	Action	Lead(s)	Deadline
63	<p>This work is being undertaken at a local level.</p> <p>All to provide a brief update from each locality at the next meeting to share best practice.</p>	All	18/06/2008
<b>4.6. Spiritual Support</b>			
Log No	Action	Lead(s)	Deadline
64	<p>There has been no further development on the half day workshop for the chaplains to look at spiritual assessment since the last meeting.</p> <p>June Toovey to have a meeting with Chris Johnson at Bradford to discuss taking this further and to update the group at the next meeting.</p>	J Toovey	18/06/2008
<b>4.7. Palliative Care</b>			
Log No	Action	Lead(s)	Deadline
65	<p>The Palliative Care group have one meeting left in April to finalise the Palliative Pathway and to consider the Specialist Palliative Care input.</p> <p>Members of the Palliative Care group agreed the pathway would start 12 months before end of life in line with Darzi End of Life pathway work.</p> <p>June Toovey agreed to circulate the draft pathway to the group once it has been agreed.</p>	J Toovey	18/06/2008

<b>4.7. Palliative Care</b>			
Log No	Action	Lead(s)	Deadline
66	June Toovey is to look at getting this pathway adopted within other areas once it has been approved.	J Toovey	18/06/2008
<b>4.8. Rehabilitation</b>			
Log No	Action	Lead(s)	Deadline
67	June Toovey informed members that the group recently attended a workshop where they agreed that rehabilitation needs would be more effective based around patient needs rather than around the stages of a patient pathway.  The group are also developing key trigger questions to identify patients who need to be referred for further rehabilitation.  To keep the group updated on this work.	J Toovey	18/06/2008
<b>5. Guidance on Holistic Common Assessment</b>			
Log No	Action	Lead(s)	Deadline
68	June Toovey informed the members that the Lead Nurses group have agreed to audit the implementation of the holistic assessment.  June Toovey to update the group at the next meeting.	J Toovey	18/06/2008
<b>6. Nice Supportive and Palliative Care Guidance Priorities</b>			
Log No	Action	Lead(s)	Deadline
69	June Toovey thanked the group for their updated priorities and informed the group that an update had been sent to the CAT in November 2007.  Clair Murray to circulate the Specialist Palliative Care baseline update for the Cancer Action Team with the action log.	C Murray	26/03/2008
<b>7. Peer Review Measures for Supportive &amp; Palliative Care</b>			
Log No	Action	Lead(s)	Deadline
70	June Toovey informed the group that plans for further measures have not been announced.  To keep the group updated at the next meeting.	J Toovey	18/06/2008

### **Date of Next Meeting(s)**

Wednesday 18th June 2008 10:00 am  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 24th September 2008 10:00 am  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 10th December 2008 10:00 am  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital