

**Actions of the meeting held on  
Wednesday 18 June 2008, 10:00**

**Yorkshire Cancer Network**

**Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital**

**Present:**

Mrs H Hey	Bradford Teaching Hospitals NHS Foundation Trust
Ms M Allinson	User Partnership Group
Miss C Murray	Yorkshire Cancer Network
Mr C Sloane	
Ms F Stephenson	
Mrs J Toovey (Chair)	

**Apologies**

Mrs J Archer, Mrs S Ebbage, Mrs J Helbert, Ms L Humphrey, Mrs S Scales

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
1	The action log from the last meeting was agreed to be a true record of the meeting.		N/A
<b>4.1. Co-ordination of care - Key worker</b>			
Log No	Action	Lead(s)	Deadline
2	<p>June Toovey asked the group how the key worker recommendations are being used in each locality. Helen Hey reported that they have been implemented and are currently working well in all but one site. The band 8a CNSs have been given the task of developing these roles while the band 6 and 7 CNSs are looking at the more practical aspects of implementing the roles.</p> <p>Members to provide updates on the implementation of the key worker recommendations in their locality before 31st July 2008 via email to <a href="mailto:clair.murray@ycn.nhs.uk">clair.murray@ycn.nhs.uk</a>.</p>	All	31/07/2008
3	<p>June Toovey informed the group that the key worker recommendations are still to be uploaded onto the YCN website.</p> <p>Clair Murray to post the key worker recommendations onto the YCN website.</p>	C Murray	31/07/2008

<b>4.2. User Involvement and Information</b>			
Log No	Action	Lead(s)	Deadline
4	<p>June Toovey informed the group that the Patient Information Steering Group has now formed from an amalgamation of the User Partnership Information Sub Group, the NSSG Patient Information and User Involvement Leads and the Localitiy Information centre managers. The main purpose of their next meeting is to agree the look and feel of the Patient Information Website.</p> <p>A CD containing National pathways for consultation is now available. The network has requested ten disks. It is still expected that five pathways will be published on the NHS Choices Website by the end of July 2008.</p> <p>The generic information pathway and site specific information pathway template was tabled. All network groups are being encouraged to use this.</p> <p>Work on pilot information prescription sites using a web based generator is in progress nationally.</p> <p>June Toovey to keep the group updated on this work.</p>	J Toovey	24/09/2008
5	<p>Colin Sloane tabled the role description for the User Involvement &amp; Patient Information Leads, User Partnership Welcome Introductory Pack, NSSG recruitment procedure and the NSSG User Involvement handbook.</p> <p>Colin Sloane reported that the User Partnership NSSG training day was a success and that future courses are planned to be in conjunction with HYCCN and NTCN.</p> <p>Colin Sloane to upload any finalised documentation on the website and to notify members accordingly.</p>	C Sloane	24/09/2008
<b>4.3. Communication</b>			
Log No	Action	Lead(s)	Deadline
6	<p>▶ ACST</p> <p>June Toovey informed the group that the new model has been unified and a two day training programmes are being run by the national team to up skill all current facilitators in the new model. The new model is to be used from September 2008 and information is available in draft for that programme.</p> <p>The unified model will be a three day course, using actors from a nationally accredited agency and all new facilitators training will be coordinated nationally from September 2008.</p> <p>June Toovey to circulate a draft copy of the national ACST programme to the group by the end of July 2008.</p>	J Toovey	31/07/2008
7	<p>Members discussed the possibility of running the ACST courses in teams.</p> <p>June Toovey to look into this and report back to the group.</p>	J Toovey	24/09/2008
8	<p>June Toovey reported that the YCN have four facilitators ready to run the programme and seven or eight facilitators are scheduled to attend train the trainer courses at the beginning of July 2008. Leeds and Bradford University are supporting running the programmes. June Toovey is currently discussing using and accrediting Crag rats actors with the national team.</p> <p>Members to encourage senior clinicians in cancer care to put in an application to go on the waiting list for ACST.</p>	All	Ongoing
9	<p>Clair Murray to send out an application form/flyer.</p>	C Murray	07/07/2008

<b>4.4. Psychological Care</b>			
Log No	Action	Lead(s)	Deadline
10	<p>June Toovey informed the group that work is continuing on the three work streams. The mapping tool is nearly ready to use and it will be available for circulation very soon. An education programme is being developed over two days to use across the network and work on assessment process is underway.</p> <p>June Toovey to keep the group updated on the progress of this work.</p>	J Toovey	24/09/2008
<b>4.5. Social Support</b>			
Log No	Action	Lead(s)	Deadline
11	<p>June Toovey asked the group to record any local progress.</p> <p>Clair Murray to email the Lead Nurses group to request any social support local updates and to then circulate this information to the group.</p>	C Murray	24/09/2008
<b>4.6. Spiritual Support</b>			
Log No	Action	Lead(s)	Deadline
12	<p>June Toovey informed the group that she had met with Chris Johnson, Chair of the West Yorkshire Spiritual Care group. Chris would like to begin work on assessment in spiritual care in the Autumn.</p> <p>June Toovey to feed back progress to the group at the next meeting.</p>	J Toovey	24/09/2008
<b>4.7. Palliative Care</b>			
Log No	Action	Lead(s)	Deadline
13	<p>June Toovey informed the group that the Darzi report is now complete and the SHA have produced a document called Healthy Ambitions which includes a chapter on end of life to set strategic direction.</p> <p>The final draft of the Generic Palliative Care Pathway was tabled. The Specialist Palliative Care Pathway, which is in its early stages will be shared with the group once a first draft has been produced.</p> <p>The Palliative Care Needs Assessment has been agreed and circulated for use in planning services.</p> <p>June Toovey to keep the group updated on this work.</p>	J Toovey	24/09/2008
<b>4.8. Rehabilitation</b>			
Log No	Action	Lead(s)	Deadline
14	<p>June Toovey informed the group that work is continuing around the AHP role relating to patient needs and a draft document is currently out for comment. The rehabilitation group agreed to hold a workshop to discuss the assessment of rehabilitation needs to support holistic assessment.</p> <p>The YCN and HYCCN are putting in a joint bid for an AHP lead across the two networks.</p> <p>June Toovey to keep the group updated on this work.</p>	J Toovey	24/09/2008

<b>5. Guidance on Holistic Common Assessment</b>			
Log No	Action	Lead(s)	Deadline
15	<p>June Toovey informed the group that the Lead Nurses are leading on this work and they have decided to look at this in small project areas. They are asking MDTs if they are willing to take part in a trial to investigate the implementation of holistic assessment.</p> <p>June Toovey to keep the group updated on the progress of this work</p>	J Toovey	24/09/2008
<b>6. Peer Review Measures for Supportive &amp; Palliative Care</b>			
Log No	Action	Lead(s)	Deadline
16	<p>June Toovey reported that the Supportive &amp; Palliative Care measures will be published over the Summer for consultation.</p> <p>The peer review process is changing to an annual self assessment system due to commence in January 2009.</p> <p>June Toovey to circulate the peer review measures across the network once they have been reviewed.</p>	J Toovey	24/09/2008
<b>7. Living with any beyond cancer/Survivorship</b>			
Log No	Action	Lead(s)	Deadline
17	<p>June Toovey informed the group that the NDP (network development programme) is putting a big emphasis on survivorship. A lot of work streams are being worked on nationally and the YCN are to consider what to take forward.</p> <p>Carol Ferguson to circulate information across the network asking for interest in being part of the national work before the next meeting.</p>	C Ferguson	24/09/2008
<b>8. Terms of Reference</b>			
Log No	Action	Lead(s)	Deadline
18	<p>June Toovey tabled the updated terms of reference and work plan.</p> <p>Members to send any comments to <a href="mailto:clair.murray@ycn.nhs.uk">clair.murray@ycn.nhs.uk</a> before the end of July 2008.</p>	All	31/07/2008
19	<p>Clair Murray to upload the terms of reference and work plan onto the website once they have been finalised.</p>	C Murray	24/09/2008
<b>9. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
20	<p>June Toovey informed the group that the supportive pathway along with the four key elements to be included in the site specific pathways has been agreed by the board.</p> <p>Clair Murray to upload this pathway onto the YCN website.</p>	C Murray	31/07/2008
21	<p>Members agreed that updates from the work streams will be circulated with the agenda for future meetings.</p> <p>June Toovey and the chairs of the work streams to write updates prior to the next meeting.</p>	J Toovey/Chairs of workstreams	10/09/2008
22	<p>Clair Murray to collate the updates and circulate with the next agenda.</p>	C Murray	24/09/2008

**Date of Next Meeting(s)**

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