

**Actions of the meeting held on  
Wednesday 24 September 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 C Rock	
Mrs S Ebbage	Harrogate and District NHS Foundation Trust
Mrs S Scales	Leeds Teaching Hospitals NHS Trust
Ms L Humphrey	Mid Yorkshire Hospitals NHS Trust
Mrs C Irving	Yorkshire Cancer Network
Mr C Sloane	
Mrs J Toovey (Chair)	

**Apologies**

Ms M Allinson, Mrs J Archer, Ms J Duerden, Mrs C Miller, Ms M Oakhill, Ms N Ryan, Ms F Stephenson

<b>4. Feedback from individual workstreams</b>			
<b>4.1 Co-ordination of care - Key worker</b>			
Log No	Action	Lead(s)	Deadline
23	<p>June Toovey tabled the key worker updates received so far from Bradford, Leeds, Harrogate, Airedale and York &amp; Selby.</p> <p>Members were informed that Lynette Humphries is leading on Supportive &amp; Palliative care work for Mid Yorkshire Trust.</p> <p>In York, advertisement will now go ahead in the near future.</p> <p>Calderdale &amp; Huddersfield have appointed a Matron and the job description for the Lead Nurse post is ready for final sign off.</p> <p>Members enquired if Catherine Wheelhouse being the key worker for skin in Bradford is correct. Helen Hey informed the group that there is currently a recruitment process underway for a new team member.</p> <p>June Toovey to email Janet Duerden to request confirmation of the situation in Airedale regarding the Lead Nurse post</p>	J Toovey	10/12/2008
24	Clair Irving to chase Calderdale & Huddersfield and Mid Yorks for their key worker updates.	C Irving	10/12/2008
<b>4.2 User Involvement and Information</b>			
Log No	Action	Lead(s)	Deadline
25	<p>► User Involvement</p> <p>Colin Sloane tabled a written user involvement update and talked through the user involvement sub group updates and planned work with the group.</p> <ul style="list-style-type: none"> <li>• Patient Experience Survey sub group</li> </ul> <p>Sue Ebbage suggested that Kim Last, Consultant Medical Oncologist, York may be interested in championing this work with the aim of providing professional endorsement to drive the work forward.</p> <p>Colin Sloane to look into this and feedback to the group.</p>	C Sloane	10/12/2008
26	Clair Irving to inform Helen Hey the dates of the next Patient Experience group meeting.	C Irving	10/10/2008

<b>4. Feedback from individual workstreams</b>			
<b>4.2 User Involvement and Information</b>			
Log No	Action	Lead(s)	Deadline
27	<p>A discussion followed on the vast amount of work involved in creating a patient information survey. It was recognised that it was important to set up the work to ensure all Trusts and NSSGs are on board with the project and that the information provided is accurate and relevant. Colin Sloane advised the group that he is currently writing a project plan and plans to share this with the group for comments.</p> <p>It was suggested that this work could be linked with palliative care patient experience work which Charlotte Rock is currently leading on.</p> <p>Colin Sloane to liaise with Charlotte Rock and update the group at the next meeting.</p>	C Sloane	10/12/2008
28	<p>► Information</p> <p>June Toovey tabled the written information update provided by Jane Archer. Current work involves working with NSSGs to develop information pathways, linking in with national work as and when possible with the view to developing information prescriptions. June Toovey informed the group that she is trying to get the names of the leads for long term conditions in the PCTs to ensure work isn't duplicated.</p> <p>The group then discussed the practicalities of implementing information pathways and the difficulties in determining who and where information has been given to especially in the community.</p> <p>To keep the group updated on this work.</p>	J Archer	10/12/2008
<b>4.3 Communication</b>			
Log No	Action	Lead(s)	Deadline
29	<p>June Toovey tabled the written document providing communication updates for the group, informing them that two facilitators have since dropped out so there is now expected to be twelve by the end of 2009 with the possibility of increasing this to fourteen to take the number to full capacity for the size of the network.</p> <p>Two further people have come forward - one who has been booked on the three day train the trainer course and the other who has been contacted by the national team and offered a place on the train the trainer course in December 2008.</p> <p>Members were informed that the course dates are due to be released soon and were asked to encourage colleges to enrol on the waiting list.</p> <p>Clair Irving to send Sally Scales and Helen Hey list of those on the waiting lists for the ACST courses.</p>	C Irving	31/10/2008
30	<p>Any teams interested in attending the courses together are to contact Pauline Atha on 01423 555761 or pauline.atha@ycn.nhs.uk.</p>	All	Ongoing
31	<p>June Toovey informed the group that no further facilitators are required at the moment however the network would like to keep a list of those interested and that preference would be given to doctors.</p> <p>Any members wanting to put forward a colleague interested in becoming a facilitator are to are to contact Pauline Atha on 01423 555761 or pauline.atha@ycn.nhs.uk.</p>	All	Ongoing

<b>4. Feedback from individual workstreams</b>			
<b>4.3 Communication</b>			
Log No	Action	Lead(s)	Deadline
<b>32</b>	<p>A discussion took place about ACST for end of life care. It was recognised that communication skills training would be required at different levels for end of life care and that the ACST programme may need to be rolled out to other professionals developing end of life care. At the present time the focus for the national ACST would be for cancer. Information about rolling out the end of life care would be available in the future.</p> <p>June Toovey informed the group that following the publication of the end of life strategy and the Healthy Ambitions document, the chair of the end of life work stream have suggested that the Cancer Network palliative group remit are expanded to include all non-cancers, this is to be agreed.</p> <p>To keep the group updated on this work.</p>	J Toovey	10/12/2008
<b>4.4 Psychological Care</b>			
Log No	Action	Lead(s)	Deadline
<b>33</b>	<p>June Toovey informed members that the group have almost completed the psychological mapping which will be shared with the group once finalised. They have also been working on an education programme for level two psychological care. So far they have put together a three day programme including assessment and intervention which is planned to be shared with YCN Lead Nurses and CNSs for feedback.</p> <p>June Toovey suggested that the course is run very similar to the Cancer Care programme with achievement of competencies to be demonstrated in clinical practice.</p> <p>June Toovey to keep the group updated on this work.</p>	J Toovey	10/12/2008
<b>4.5 Social Support</b>			
Log No	Action	Lead(s)	Deadline
<b>34</b>	<p>Members reported that there are no further updates since the last meeting.</p> <p>June Toovey informed the group that commissioning strategy plans from PCTs are steering towards partnership working within social care and suggested that a way of linking in with social care would be through locality groups.</p> <p>Members to keep the group updated on any developments.,</p>	All	10/12/2008
<b>4.6 Spiritual Support</b>			
Log No	Action	Lead(s)	Deadline
<b>35</b>	<p>June Toovey reported that Chris Johnson is expected to contact her in the Autumn to take this work forward.</p> <p>June Toovey to keep the group updated on this work.</p>	J Toovey	10/12/2008
<b>4.7 Palliative Care</b>			
Log No	Action	Lead(s)	Deadline
<b>36</b>	<p>Charlotte Rock advised the group that there has been a suggestion that there should be a separate bereavement pathway as well as the end of life pathway. This will be looked at the next pathway development meeting.</p> <p>Members to email any further comments on the pathways to <a href="mailto:clair.irving@ycn.nhs.uk">clair.irving@ycn.nhs.uk</a> before the end of October 2008.</p>	All	31/10/2008
<b>37</b>	Charlotte Rock to keep the group updated on this work.	C Rock	10/12/2008

<b>4. Feedback from individual workstreams</b>			
<b>4.8 Rehabilitation</b>			
Log No	Action	Lead(s)	Deadline
38	<p>June Toovey advised the group that group that the rehabilitation workshop which was scheduled for the 26th September 2008 has been postponed until 3rd November 2008.</p> <p>The group are now looking at working on an assessment tool to enhance holistic assessment around rehabilitation.</p> <p>Helen Hey advised the group that Bradford therapy services are keen to get involved in some project work and have decided to wait until they know what the peer review measures are first.</p> <p>June Toovey informed the group that we are still awaiting nominations for rehabilitation links into each NSSG.</p> <p>Clair Irving to send the list of nominations received so far with the action log.</p>	C Irving	10/10/2008
39	<p>June Toovey encouraged the group to put forward rehabilitation professionals who would be willing to become an NSSG link. These people do not have to be member of the Rehabilitation group.</p> <p>Members to put forward rehabilitation members as appropriate.</p>	J Toovey	31/10/2008
40	<p>Sally Scales requested to be added to the Rehabilitation group for information only.</p> <p>Clair Irving to include Sally Scales in the Rehabilitation membership.</p>	C Irving	10/10/2008
<b>5. Guidance on Holistic Common Assessment</b>			
Log No	Action	Lead(s)	Deadline
41	<p>June Toovey checked that the Holistic Needs Assessment of Supportive &amp; Palliative Care Needs Briefing Paper update and the latest Common Assessment framework update has been received by the group and advised that work will be interlinked.</p> <p>Sally Scales discussed the work Leeds are undertaking with their psychosocial oncology research team to look at touch screen screening tools to identify specific key triggers, linking in with PPM.</p> <p>The group discussed the practicalities of holistic assessment implementation to ensure patients needs are identified within the five domains and how that information is shared appropriately.</p> <p>To be discussed further at the Lead Nurses time out on the 14th October 2008.</p>	All	14/10/2008
<b>7. Living with and beyond cancer/Survivorship</b>			
Log No	Action	Lead(s)	Deadline
42	<p>June Toovey informed the group that the network plan to send out expressions of interest forms to enquire who would like to bid for project work around this and informed the group that there may be some funding available.</p> <p>June Toovey to update the group appropriately.</p>	J Toovey	10/12/2008
<b>8. Terms of Reference</b>			
Log No	Action	Lead(s)	Deadline
43	Clair Irving to post these on the YCN website	C Irving	10/12/2008

**Date of Next Meeting(s)**

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