

Actions of the meeting held on
Wednesday 29 April 2009, 11:00

Yorkshire Cancer Network

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

Mrs H Hey	Bradford Teaching Hospitals NHS Foundation Trust
Ms A Craig	Leeds Teaching Hospitals NHS Trust
Ms L Turner	NHS Kirklees
Miss E Jehan	Yorkshire Cancer Network
Mrs J Toovey (Chair)	

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	The Group welcomed Krystina Kozlowska to the Group in her new role as Lead Nurse for Leeds and introductions were made. J Toovey gave a brief overview of the work of the Group.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
2	The action log from the last meeting was agreed as an accurate record.	N/A	N/A
4. Implementation of the Supportive & Palliative guidance local leadership and group membership			
Log No	Action	Lead(s)	Deadline
3	<p>J Toovey informed the Group that this item has been discussed at the Network Board and an action plan has been developed based on work undertaken at Leeds.</p> <p>The action plan identifies areas of work to be undertaken at local, Network and national levels. The action plan has been circulated to the locality groups who have agreed to take responsibility for the local implementation. The Network level implementation will be implemented by the S&P Group. Any risk areas will be escalated to the Network Board via the Commissioning Group.</p> <p>Locality Groups have been asked to nominate leads for implementing the S&P Care Guidance, for some areas this will be the Trust Lead Nurse, when in post.</p> <p>The membership of the Group will consist of the implementation leads, Chairs of the Sub Groups, Commissioning representatives, User representatives, Community representative and the Network Lead.</p>	N/A	N/A
5. Implementation of the guidance national monitoring			
Log No	Action	Lead(s)	Deadline
4	<p>J Toovey informed the Group that national monitoring will be via the 10 priorities and feedback was sent in February 09. Future monitoring will be in July 09 and January 2010 when full implementation is expected.</p> <p>The format of the action plans will be used to collecting the information required to feedback nationally.</p>	N/A	N/A

6. Implementation of the higher level priorities for the Supportive & Palliative Care guidance			
Log No	Action	Lead(s)	Deadline
5	J Toovey advised the Group that the agenda of the meeting had changed from chapters of the Guidance to the individual priorities for implementing the guidance.	N/A	N/A
6.0 Co-ordination of care - Key worker			
Log No	Action	Lead(s)	Deadline
6	<p>June informed the Group that the Network aspects were on track to be delivered. Local areas identified the following risks: Leeds; skin, melanoma and secondary breast cancer, Bradford; skin.</p> <p>Implementing Key Worker to be discussed at the Lead Nurses Time Out in May.</p> <p>All Lead Nurses to update the Group on the progress of their Trust at the next meeting.</p>	All	10.06.09
6.2 Coordination of care - holistic assessment			
Log No	Action	Lead(s)	Deadline
7	<p>J Toovey advised the Group that the Holistic Assessment Network areas are expected to be completed. On a local level progress has been made with the implementation of Holistic Assessment, but major work is still required.</p> <p>Leeds reported that work is ongoing to implement elements of Holistic Assessment into PPM to give a long term IT solution for across the Network.</p> <p>J Toovey advised the Group not to wait for PPM to be available and to continue to use the paper based assessment to implement.</p> <p>Leeds to updated the Group on progress at the next meeting.</p>	A Craig/K Koslowska	10.06.09
6.3 Advanced Communication Skills			
Log No	Action	Lead(s)	Deadline
8	<p>J Toovey advised the Group that the Network are expected to meet this aspect of the Guidance.</p> <p>The current area of non compliance is with ACST is the local strategies and identification of numbers of professionals to be trained.</p> <p>Leads to update the Group on their Trusts progress at the next meeting.</p>	All	10.06.09
6.4 Patient Information			
Log No	Action	Lead(s)	Deadline
9	<p>J Toovey updated the Group on behalf of Jane Archer; the Network is expected to meet this priority and the Patient Information Pathways are due to be completed by end of May 2009.</p> <p>The local priority is the implementation of the information pathways into practice.</p> <p>Leads to feedback at the next meeting.</p>	All	10.06.09
10	<p>The National Information pilot was discussed and a request was made for nominations to be part of the pilot.</p> <p>J Archer to circulate information about the pilot.</p>	J Archer	10.06.09
11	J Archer to contact Angie Craig to discuss Leeds involvement.	J Archer	10.06.09

6. Implementation of the higher level priorities for the Supportive & Palliative Care guidance			
6.5 Specialist Palliative Care Services			
Log No	Action	Lead(s)	Deadline
12	<p>J Toovey advised the Group that the Network Board have agreed that the requirement to have 7 day, 9-5 face to face assessment for specialist palliative care will not be achieved. The specialist palliative care audit had identified that developments in general palliative care services were required before implementation.</p> <p>Localities to review local requirements and feed back via the Network End of Life Care/Palliative Care Group.</p>	All	Ongoing
6.6 Psychological Care			
Log No	Action	Lead(s)	Deadline
13	<p>J Toovey reported that the mapping of services has been completed. The Psychology Group continue to work on the priorities.</p> <p>The Psychology Group a educational programme for CNSs continues to be developed.</p> <p>All to feedback on Network and locality level progress at the next meeting.</p>	All	10.06.09
6.7 User Involvement			
Log No	Action	Lead(s)	Deadline
14	<p>C Sloane updated the Group on the progress of the work being undertaken by the YCN UPG.</p> <p>The Moving On project is about to start and a Project Coordinator will shortly be recruited.</p> <p>The Patient Experience Surveys are currently being trialled by the YCN Colorectal Nurses, Gynaecology Nurses and Urology Nurses Groups, each Trust has received 20 pilot surveys and responses will be collated by the YCN.</p> <p>Currently the Network is compliant with this priority.</p> <p>C Sloane to update the Group at the next meeting.</p>	C Sloane	10.06.09
6.8 Rehabilitation			
Log No	Action	Lead(s)	Deadline
15	<p>J Toovey reported that a bid for an AHP Lead to work with the YCN and HYCCN is currently with Macmillan.</p> <p>The rehab priorities have been identified as a risk area for implantation at Network and local level. Work is being undertaken at National level to support the implementation.</p> <p>There is now a Rehab link to each NSSG.</p> <p>The Rehab Education Sub Group have discussed developing a training DVD, J Toovey is meeting with Macmillan to discuss funding for this.</p> <p>J Toovey to feed back at the next meeting.</p>	All	10.06.09

6. Implementation of the higher level priorities for the Supportive & Palliative Care guidance			
6.9 General Palliative Care - advanced care planning tools			
Log No	Action	Lead(s)	Deadline
16	<p>The work required for these priorities overlap with the EoLC agenda.</p> <p>The newly formed and expanded group for EoLC and Palliative Care is due to meet in May 2009. The work for these priorities will be taken forward with that group, linking with the locality EoLC groups.</p> <p>J Toovey to update the Group at the next meeting.</p>	J Toovey	10.06.09
7. Implementation of the lower level priorities			
Log No	Action	Lead(s)	Deadline
17	<p>The 3 lower level priorities were not discussed due to time constraints.</p> <p>E Jehan to add to the agenda for the next meeting.</p>	E Jehan	10.06.09

Date of Next Meeting(s)

Wednesday 10th June 2009 11:00am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 15th July 2009 11:00am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 9th September 2009 11:00am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 21st October 2009 11:00am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 9th December 2009 11:00am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital