

# Supportive and Palliative Care Steering Group



Actions of the meeting held on  
Wednesday 15 July 2009, 11:00

Yorkshire Cancer Network

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

## Present:

Ms J Duerden	Airedale NHS Trust
Mrs H Hey	Bradford Teaching Hospitals NHS Foundation Trust
Mrs C Rock	
Mrs A Harwood	Calderdale and Huddersfield NHS Foundation Trust
Ms K Kozłowska	Leeds Teaching Hospitals NHS Trust
Ms L Turner	NHS Kirklees
Dr V Taylor	University of Bradford
Ms M Allinson	User Partnership Group
Mrs T Goldsbrough	York Hospitals NHS Foundation Trust
Mrs J Archer	Yorkshire Cancer Network
Mr C Sloane	
Ms F Stephenson	
Mrs J Toovey (Chair)	

## Apologies

Mrs S Ebbage, Mrs J Helbert, Ms M Oakhill

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
38	J Toovey welcomed the Group and introductions were made.	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
39	The Action Log from the last meeting was agreed as an accurate record with the addition of apologies from Janet Duerden.  E Jehan to make changes to the last Action Log.	E Jehan	31.07.09
<b>4. Implementation of the Supportive &amp; Palliative guidance local leadership and group membership</b>			
Log No	Action	Lead(s)	Deadline
40	J Toovey reported that she has received clarification from all Trusts on who is leading on Supportive & Palliative Care, apart from Bradford and Mid Yorks.  J Toovey will be attending the next Bradford CLAN meeting confirmation on their Lead should be clarified then.  Dee Sissions, Deputy Director of Nursing is completing the update on the implementation on behalf of Mid Yorks.  J Toovey to seek clarification on the Leads for Bradford and Mid Yorks and update the Group at the September meeting.	J Toovey	31.07.09

<b>5. Implementation of the guidance national monitoring</b>			
Log No	Action	Lead(s)	Deadline
41	J Toovey thanked the members of the Group who have sent in their local reports, J Toovey will be collating all responses ready to send to the National Team but is currently awaiting responses from Harrogate and Mid Yorks.  Harrogate and Mid Yorks Leads to send their local reports to june.toovey@ycn.nhs.uk by Friday 17th July.	Harrogate & Mid Yorks Leads	17.07.09
42	The Group agreed that they are happy for J Toovey to share the high level information from the collated results with the Group.  J Toovey to circulate the collated high level information.	J Toovey	Ongoing.
<b>6. Implementation of the higher level priorities for the Supportive &amp; Palliative Care guidance</b>			
<b>6.01 Co-ordination of care - Key worker</b>			
Log No	Action	Lead(s)	Deadline
43	The Lead Nurses Group are leading on this aspect, J Toovey advised the Group that the Lead Nurses discussed the Key Worker competencies at their meeting and once agreed will look at education and training.  J Toovey to update the Group at the next meeting.	J Toovey	09.09.09
44	► Supportive Care Education and Training Strategy  J Toovey thanked the Group for their comments on the draft strategy and the Group discussed changes/additions.  V Taylor suggested the addition of a statement clarifying who the strategy is aimed at.  J Toovey to make the agreed changes and send the final draft strategy out for final comments and sign off.	J Toovey	31.08.09
<b>6.02 Co-ordination of care - Holistic Assessment</b>			
Log No	Action	Lead(s)	Deadline
45	The Lead Nurses Group are leading on this aspect, J Toovey advised the Group that the Lead Nurses discussed the Holistic Assessment competencies at their meeting and a lot of this work is taking place in the localities.  J Toovey to update the Group at the next meeting.	J Toovey	09.09.09
<b>6.03 Advanced Communication Skills</b>			
Log No	Action	Lead(s)	Deadline
46	The Lead Nurses Group are leading on this aspect, J Toovey advised the Group that the Lead Nurses discussed Advanced Communication Skills at their last meeting and are looking at how many facilitators need to be trained in each Trust and ongoing sustainability.  C Sloane reported that a national steering group has been set up by Connect and a YCN User has been chosen to sit on this Group.  J Toovey to update the Group at the next meeting.	J Toovey	09.09.09

<b>6. Implementation of the higher level priorities for the Supportive &amp; Palliative Care guidance</b>			
<b>6.04 Patient Information</b>			
Log No	Action	Lead(s)	Deadline
47	<p>J Archer updated the group on the progress of Patient Information, the National Information Prescription pilot will be starting soon in Breast, Bowel, Lung, Gynae and Prostate, so far 4 Trusts have agreed to take part, if any other Trusts are interested in taking part there will be training in August and the only requirements are a PC with internet connection and a printer with ink and paper and the pilot will begin in September.</p> <p>The Patient Information Pathways are complete with the exception of Head &amp; Neck and upload the YCN website is underway, and the next step is to look at accessibility and information in different formats (e.g.: non-English, brail, large font).</p> <p>M Allinson raised concerns about a lack of information given to fast track patients by GPs, J Archer reported that this is an issue she will be raising at the next National meeting. H Hey informed the Group of an audit Bradford did on fast track and agreed to send the results to J Archer as an example to present at the National meeting.</p> <p>J Archer reported that she has revised the Patient Information Strategy and Action Plan in light of the Information Prescriptions and will send to the Group.</p> <p>Group members interested in taking part in the Information Prescription pilot to contact J Archer (jane.archer@ycn.nhs.uk) for further information.</p>	All	31.07.08
48	H Hey to send audit results to J Archer (jane.archer@ycn.nhs.uk).	H Hey	31.07.08
49	J Archer to send the amended Patient Information Strategy and Action Plan to the Group.	J Archer	31.08.09
50	J Toovey informed the Group that she has secured a further years funding for the Patient Information & Support Manager post. The aim for the extra year is to take the Information Prescriptions forward.	N/A	N/A
<b>6.05 Specialist Palliative Care Services</b>			
Log No	Action	Lead(s)	Deadline
51	<p>C Rock updated the Group on Specialist Palliative Care Services.</p> <p>It was reported to the Group that the Network Board has agreed that the Network would be non compliant on the aspect of 9-5, 7 days a week Specialist Palliative Care Face-to-face Assessments.</p> <p>The Sub Regional Palliative and EoLC Group has now had its second meeting and is currently addressing how to link in to Non Cancer Networks and User Involvement.</p> <p>Fiona Hicks has been appointed as the third Clinical Lead on the Yorkshire &amp; Humber EoLC Pathway Delivery Board.</p> <p>Quality Markers are now available (HYCCN are leading on this area) and a second EoLC Commissioners workshop is planned for 24th September.</p> <p>C Rock / J Toovey to update the Group at the next meeting.</p>	C Rock / J Toovey	09.09.09

<b>6. Implementation of the higher level priorities for the Supportive &amp; Palliative Care guidance</b>			
<b>6.06 Psychological Care</b>			
Log No	Action	Lead(s)	Deadline
<b>52</b>	<p>J Toovey updated the Group on the Psychological Care aspects of the Priorities.</p> <p>The Mapping of Psychological Services is now complete.</p> <p>J Toovey has examples of models of care from the Mount Vernon Network.</p> <p>L Turner informed the Group that she is supporting Psychology and Rehabilitation and agreed to update the Group at the next meeting.</p> <p>L Turner to update the Group at the next meeting.</p>	L Turner	09.09.09
<b>6.07 User Involvement</b>			
Log No	Action	Lead(s)	Deadline
<b>53</b>	<p>C Sloane advised the Group that the User Involvement aspects of the Priorities are on track to be fully met.</p> <p>The pilot Patient Experience Surveys are in the process of being inputted and analysed and the Group invited C Sloane to present the findings at the next meeting.</p> <p>The User Partnership Group have been successful in their bid for a Project Coordinator for the Moving On Project which will start in April.</p> <p>C Sloane to present the findings of the Patient Experience Surveys pilot to the Group at the next meeting.</p>	C Sloane	09.09.09
<b>6.08 Rehabilitation</b>			
Log No	Action	Lead(s)	Deadline
<b>54</b>	<p>J Toovey advised the Group that they may struggle to meet this priority with no Network AHP Lead, Macmillan have not confirmed if the bid submitted for a HYCCN &amp; YCN AHP Lead and Rehab may become a high risk area has been successful or not.</p> <p>A Rehabilitation Strategy has been written by J Toovey and F Stephenson which has previously been circulated for comments by August 28th.</p> <p>E Jehan to recirculate the Rehab Strategy for comments to june.toovey@ycn.nhs.uk by Friday 28th August.</p>	E Jehan	28.08.09
<b>6.10 General Palliative Care - bereavement services</b>			
Log No	Action	Lead(s)	Deadline
<b>56</b>	<p>C Rock updated the Group on Bereavement Services, this area causes some conflict due to differing time frame as this is a priority on both the Supportive and Palliative Care IOG Priorities/Action Plan and the End of Life Care Strategy.</p> <p>Most localities have already mapped their Bereavement Services and in some areas Social Care is taking forward this work.</p> <p>TO update the Group at the next meeting.</p>	J Toovey	09.09.09

<b>7. Implementation of the lower level priorities</b>			
<b>7.01 Offering patients a permanent record of consultations</b>			
Log No	Action	Lead(s)	Deadline
<b>57</b>	J Archer advised the Group that when the Information Prescription pilot starts the Network will have access to a National Permanent Record template.  J Archer to send the National template to the Group for information when available.	J Archer	Ongoing.
<b>7.02 Spiritual Care</b>			
Log No	Action	Lead(s)	Deadline
<b>58</b>	The Group discussed whether they should look at Religion specific or generic/above Religion Spiritual Care.  J Toovey agreed to contact Chris Johnson at Bradford to discuss taking this work forward.  J Toovey to feedback at the next meeting.	J Toovey	09.09.09
<b>59</b>	C Rock informed the Group that she has been in contact with the National Association of Chaplains for local Spiritual Care input into the Sub Regional Palliative and EoLC Group, and when a local representative is suggested for that Group they could also link to this Group.  C Rock to send name of local representative to J Toovey when agreed.	C Rock	Ongoing.
<b>7.03 24/7 medical and nursing care for patients with advanced cancer</b>			
Log No	Action	Lead(s)	Deadline
<b>60</b>	It was reported that this lower level priority is being picked up by the Sub Regional Palliative & EoLC Group.	N/A	N/A
<b>7.04 Social Support</b>			
Log No	Action	Lead(s)	Deadline
<b>61</b>	It was reported that this lower level priority is being looked at in the localities.	N/A	N/A
<b>8. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
<b>62</b>	J Toovey reported that she has met with Julie Bielby and Judith Bird, Nurse Directors at HYCCN and NTCN to discuss the action plan ready to meet with the SHA to agree and agree a Tri Network approach.  J Toovey to update the Group at the next meeting.	J Toovey	09.09.09

**Date of Next Meeting(s)**

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