

Supportive and Palliative Care Steering Group



Actions of the meeting held on
Wednesday 09 September 2009, 11:00

Yorkshire Cancer Network

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

Present:

Mrs J Helbert	Bradford Teaching Hospitals NHS Foundation Trust
Ms M Oakhill	NHS Wakefield District
Ms M Allinson	User Partnership Group
Mrs T Goldsbrough	York Hospitals NHS Foundation Trust
Miss E Jehan	Yorkshire Cancer Network
Mr C Sloane	
Mrs J Toovey (Chair)	

Apologies

Mrs J Archer, Ms J Duerden, Mrs A Harwood, Ms K Kozłowska, Mrs C Rock

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
63	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
64	J Toovey reported that Moya Emery, Deputy Director of Nursing has been nominated as the Lead of Supportive and Palliative Care at Mid Yorkshire. J Toovey to update the Group at the next meeting.	J Toovey	21.10.09
5. Implementation of the guidance national monitoring			
Log No	Action	Lead(s)	Deadline
65	J Toovey thanked the Group for submitting their locality reports for national monitoring in July and reported that the National team have changed the pro forma for feeding back, national monitoring is now due by September 14th. Monitoring is now based on the 6 main priorities and J Toovey informed the Group that she will pull together the report based on the submitted locality documents. J Toovey also reported that there is a Tri Network event being organised by the SHA on 7th October to discuss Supportive and Palliative Care compliance. Leads for implementing the guidance are encouraged to attend. J Toovey to update the Group at the next meeting.	J Toovey	21.10.09
66	J Toovey tabled the updated Supportive & Palliative Care dashboard which was presented to the September Board, areas at risk of not being fully compliant by December 2009 are; Holistic Assessment, Psychology and Bereavement Services. J Toovey will be contacting local leads to confirm the current position. J Toovey to update the Group at the next meeting.	J Toovey	21.10.09

6. Implementation of cross point objectives			
6.1 Education and Training Strategy			
Log No	Action	Lead(s)	Deadline
67	J Toovey reported that the final draft of the Education and Training strategy has been circulated for comments. The Group suggested adding a section on supporting roles to Objective 2. J Toovey to draft final strategy to Chris Holroyd at the SHA for comments.	J Toovey	18.09.09
68	Group to sign the strategy off at the next meeting.	All	21.10.09
6.2 Patient Experience Surveys			
Log No	Action	Lead(s)	Deadline
69	C Sloane gave a brief background to the Pilot Patient Experience Surveys and reported that the Pilot has now finished, and the results have been compiled and analysed. The draft reports for the 3 surveys and the pilot feedback survey were tabled. C Sloane reported that the next steps involve presenting the reports at the upcoming Urology, Colorectal and Gynaecology NSSGs and finalising the reports for wider circulation. The Group discussed the role out of the surveys across the Network, it was recognised that inputting the data from the surveys is very time consuming. C Sloane has been investigating companies that provide online survey software for questionnaire design, data collection and analysis. A meeting with a representative from SNAP Surveys is taking place on 15th September to discuss the benefits of the SNAP software. C Sloane to update the Group at the next meeting.	C Sloane	21.10.09
7. Implementation of the higher level priorities for the Supportive & Palliative Care guidance			
7.01 Co-ordination of care - Key worker			
Log No	Action	Lead(s)	Deadline
70	J Toovey reported good progress on the Key Worker element of the Supportive & Palliative Care Guidance. The competencies have been drafted and will be ready for sign off by the end of September. Next steps will include a gap analysis on Education and Training once the competencies are agreed, The Group were informed that an audit tool is to be developed. J Toovey to update the Group at the next meeting.	J Toovey	21.10.09
7.02 Co-ordination of care - Holistic Assessment			
Log No	Action	Lead(s)	Deadline
71	J Toovey reported good progress on the Holistic Assessment element of the Supportive & Palliative Care Guidance. The Lead Nurses Group are currently in the first stages of planning an audit to focus on Key Worker, Holistic Assessment, Consultation Record and Patient Information. The next steps are to take the audit forward and support localities in implementation. J Toovey to update the Group at the next meeting.	J Toovey	21.10.09

7. Implementation of the higher level priorities for the Supportive & Palliative Care guidance			
7.03 Communicating Significant news "Connected" programme			
Log No	Action	Lead(s)	Deadline
72	<p>J Toovey reported some recent problems with the ACST course which she is currently discussing with McGuire to try and resolve.</p> <p>There will be a Tri Network meeting with the SHA in October to discuss sustainability for the programme in the future.</p> <p>J Toovey to update the Group at the next meeting.</p>	J Toovey	21.10.09
7.04 Patient Information			
Log No	Action	Lead(s)	Deadline
73	<p>J Toovey updated the Group on Patient Information on behalf of Jane Archer who was unable to attend the meeting.</p> <p>The majority of the Patient Information pathways have been uploaded to the YCN website and contain direct links to the information resource, the remainder of the pathways will be uploaded over the next month. Alternative resource pathways have also been developed to sit alongside the information pathways to highlight when information is available in an alternative formats (Braille, large print, audio-visual or another language).</p> <p>The Information Prescriptions Pilot 2a is underway with 4 Trusts involved.</p> <p>J Archer to update the Group at the next meeting.</p>	J Archer	21.10.09
7.05 Specialist Palliative Care Services			
Log No	Action	Lead(s)	Deadline
74	<p>J Toovey reported that the Palliative and EoLC Group will be meeting for the third time in September and is working well with a cohesive membership representation and is linking into the SHA EoLC agenda.</p> <p>J Toovey to update the Group at the next meeting.</p>	J Toovey	21.10.09
7.08 User Involvement			
Log No	Action	Lead(s)	Deadline
75	<p>C Sloane reported that all User Involvement elements of the Supportive & Palliative Care Implementation have been achieved.</p> <p>C Sloane to update the Group at the next meeting.</p>	C Sloane	21.10.09
7.09 Psychological Care			
Log No	Action	Lead(s)	Deadline
76	<p>J Helbert updated the group on the Psychological Care elements of the Guidance; the Psychological Care Sub Group will be meeting later in September, the mapping document is in the final draft stages and the pilot Psychology Assessment and Intervention Training Programme for CNSs is fully subscribed and will start in October.</p> <p>J Helbert to update the Group at the next meeting.</p>	J Helbert	21.10.09
7.10 Rehabilitation			
Log No	Action	Lead(s)	Deadline
77	<p>J Toovey is currently coordinating the Network mapping of Specialist AHP's aspect of the National mapping process, and the Rehab Sub Group are looking at how AHP's can support the Holistic Assessment.</p> <p>J Toovey to update the Group at the next meeting.</p>	J Toovey	21.10.09

8. Implementation of the lower level priorities			
8.1 Offering patients a permanent record of consultations			
Log No	Action	Lead(s)	Deadline
78	J Toovey reported that this is lower level priority is being looked at as part of Peer Review. J Toovey to update the Group at the next meeting.	J Toovey	21.10.09
8.3 24/7 medical and nursing care for patients with advanced cancer			
Log No	Action	Lead(s)	Deadline
79	J Toovey reported that this lower level priority is being looked at by the Palliative and EoLC Group. To update the Group as appropriate.	J Toovey	Ongoing

Date of Next Meeting(s)

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