

Actions of the meeting held on  
Wednesday 21 October 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 A Harwood	Calderdale and Huddersfield NHS Foundation Trust
Ms P Middlebrook	Harrogate and District NHS Foundation Trust
Ms K Kozłowska	Leeds Teaching Hospitals NHS Trust
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 L Humphrey, Ms M Oakhill, Mrs C Rock, Ms F Stephenson, Dr V Taylor

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
80	June Toovey welcomed the Group.	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
81	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
<b>4. Implementation of the guidance national/SHA monitoring</b>			
Log No	Action	Lead(s)	Deadline
82	June Toovey tabled the Supportive & Palliative Care Guidance suggested compliance requirements document, this has been updated to include YCN progress to date.  June Toovey to update the Group at the next meeting.	J Toovey	09.12.2009
<b>5. Implementation of the higher level priorities for the Supportive &amp; Palliative Care guidance</b>			
<b>5.01 Co-ordination of care - Key worker</b>			
Log No	Action	Lead(s)	Deadline
83	June Toovey informed the Group that the Key Worker Competencies were signed off as the final version at the Lead Nurses Time Out in September.  Emma Jehan to circulate the final version of the Key Worker Competencies and upload to the YCN website.	E Jehan	04.11.2009
84	June Toovey informed the Group that she is meeting with Tracey Goldsbrough and Krystina Kozłowska following the meeting to discuss taking forward an audit on Key worker, Holistic Assessment, Consultation Record and Patient Information.  June Toovey to update the Group at the next meeting.	J Toovey	09.12.2009

<b>5. Implementation of the higher level priorities for the Supportive &amp; Palliative Care guidance</b>			
<b>5.02 Co-ordination of care - Holistic Assessment</b>			
Log No	Action	Lead(s)	Deadline
<b>85</b>	<p>June Toovey advised the Group that the Holistic Assessment Competencies were signed off at the October Lead Nurses Meeting.</p> <p>Emma Jehan to circulate the final version of the Holistic assessment Competencies and upload to the YCN website.</p>	E Jehan	04.11.2009
<b>5.03 Advanced Communication Skills</b>			
Log No	Action	Lead(s)	Deadline
<b>86</b>	<p>There is a meeting planned in November with the SHA, Universities and National Team to look at the sustainability of the programme.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	09.12.2009
<b>5.04 Patient Information</b>			
Log No	Action	Lead(s)	Deadline
<b>87</b>	<p>June Toovey tabled the update provided by Jane Archer as she was unable to attend the meeting.</p> <p>Work is progressing well, outstanding is the Support Services Directories.</p> <p>Emma Jehan to circulate the Patient Information update to the Group.</p>	E Jehan	04.11.2009
<b>5.05 Psychological Care</b>			
Log No	Action	Lead(s)	Deadline
<b>88</b>	<p>June Toovey reported that she will be attending the next Commissioning Group meeting to ask for Commissioner support to develop the Network level service specification to outline Psychological service provision and workforce.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	09.12.2009
<b>5.06 User Involvement</b>			
Log No	Action	Lead(s)	Deadline
<b>89</b>	<p>Colin Sloane provided an update on User Involvement; it is hoped to have the Cancer Information and Support website up and running by end of November with the launch planned for early 2010; Colin Sloane is currently managing this project with the aim being to advertise for a part time band 4 admin post to collect and collate the website information.</p> <p>The Moving On project is progressing, Tracey Goldsbrough has taken on the role of Co-Chair and the patient questionnaires will be sent to Lead Nurses in the coming weeks for.</p> <p>Colin Sloane reported that he recently met with a representative from SNAP regarding taking forward the Patient Experience Surveys and is awaiting further information.</p> <p>Colin Sloane to update the Group at the next meeting.</p>	C Sloane	09.12.2009
<b>5.07 Rehabilitation</b>			
Log No	Action	Lead(s)	Deadline
<b>90</b>	<p>June Toovey reported that the AHP Lead post has been banded at an 8a and is soon to be advertised by the Humber &amp; Yorkshire Coast Cancer Network, interviews are planned for late November/early December.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	09.12.2009

<b>5. Implementation of the higher level priorities for the Supportive &amp; Palliative Care guidance</b>			
<b>5.08 Specialist Palliative Care Services</b>			
Log No	Action	Lead(s)	Deadline
91	<p>June Toovey reminded the Group that the Network will be non-compliant with this priority, with Network Board approval, due to lack of systems in place to enable face to face assessment in a range of care settings 9-5, 7 days a week.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	09.12.2009
<b>5.09 General Palliative Care - advanced care planning tools</b>			
Log No	Action	Lead(s)	Deadline
92	<p>The Sub Regional Palliative &amp; EoLC Group are taking forward this priority in line with the implementation of the national EoLC strategy and the SHA healthy ambitions EoLC pathway.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	09.12.2009
<b>5.10 General Palliative Care - bereavement services</b>			
Log No	Action	Lead(s)	Deadline
93	<p>The Sub Regional Palliative &amp; EoLC Group are taking forward this priority in line with the implementation of the national EoLC strategy and the SHA healthy ambitions EoLC pathway.</p> <p>The EoLC Programme Manager post has now been banded and will shortly be going to advert, interviews are planned for late November/early December. The successful applicant will support the bereavement priority.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	09.12.2009
<b>6. Implementation of the lower level priorities</b>			
<b>6.01 Offering patients a permanent record of consultations</b>			
Log No	Action	Lead(s)	Deadline
94	<p>June Toovey informed the Group that this lower priority is being taken forward as part of a planned Audit being developed by the Lead Nurse Group on Key Worker, Holistic Assessment and Patient Information.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	09.12.2009
<b>6.02 Spiritual Care</b>			
Log No	Action	Lead(s)	Deadline
95	<p>June Toovey reported she will be working with Jane Archer to take this work forward.</p> <p>June Toovey to update the Group at the next meeting.</p>	J Toovey	09.12.2009
<b>7. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
96	<p>► Survivorship / Living with &amp; beyond cancer</p> <p>The Group agreed that an important element of this work would be the implementation of an interview/consultation post all treatment to enable patients to discuss issues relating to diagnosis and treatment, then to assess and plan to meet needs for living with &amp; beyond cancer.</p> <p>Emma Jehan to arrange a meeting including Annie Topping and Vanessa Taylor in early January.</p>	E Jehan	04.11.2009

**Date of Next Meeting(s)**

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

Wednesday 20th January 2010 11:00am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 10th March 2010 11:00am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 21st April 2010 11:00am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 9th June 2010 11:00am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 21st July 2010 11:00am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 8th September 2010 11:00am  
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 20th October 2010 11:00am  
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