

Actions of the meeting held on
Wednesday 20 January 2010, 11:30

Yorkshire Cancer Network

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

Present:

Ms D Kellet	Bradford Teaching Hospitals NHS Foundation Trust
Mrs A Harwood	Calderdale and Huddersfield NHS Foundation Trust
Ms K Kozłowska	Leeds Teaching Hospitals NHS Trust
Ms C Harker	NHS Bradford & Airedale
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
Mrs J Toovey (Chair)	

Apologies

Mrs J Archer, Mrs S Cooke, Ms J Duerden, Ms P Middlebrook, Mrs C Rock, Mr C Sloane, Dr V Taylor

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
97	June Toovey welcomed the Group and introductions were made.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
98	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
99	<p>June Toovey reported that most localities have agreed who is leading on the Supportive & Palliative Care Guidance.</p> <p>The final monitoring of the implementation of the priorities for localities is due by 19th February, the Network then has to report back to NCAT by March.</p> <p>The Group were asked that if localities haven't met an action within the priorities that they include their remedial action plan, localities were also asked to include any areas of good practice.</p> <p>To complete the stock take pro forma and return to June Toovey (june.toovey@ycn.nhs.uk) by Friday 19th February.</p>	All	19.02.2010
100	To update the Group at the next meeting.	J Toovey	10.03.2010

5. Implementation of the guidance national monitoring			
5.1 Audit Tool for Peer Review			
Log No	Action	Lead(s)	Deadline
101	<p>June Toovey informed the Group that the Lead Nurses Group had agreed the Supportive & Palliative Care audit and York would be undertaking a short pilot in 3 sites.</p> <p>The Group agreed they were happy with the Audit.</p> <p>York to begin Supportive & Palliative Care Audit</p>	T Goldsbrough	Ongoing
102	To feedback any comments/amendments to June Toovey.	T Goldsbrough	Ongoing
103	To take the audit to the Lead Managers Group for sign off.	J Toovey	Ongoing
6. Implementation of the higher level priorities for the Supportive & Palliative Care guidance			
6.01 Co-ordination of care - Key worker			
Log No	Action	Lead(s)	Deadline
104	<p>June Toovey reported that the Network are compliant against this priority.</p> <p>Marion Allinson queried whether all Trusts would start to use the Key Worker Card developed by the User Partnership Group and currently being piloted by York, members of the Group reported that most Trusts currently have something in place similar to the Contact Card and June Toovey suggested the Card could be made available as good practise when finalised.</p> <p>The Group discussed future areas of work and agreed that the Key Worker will fit into the Survivorship and Living with & Beyond Cancer work stream due to start shortly.</p> <p>To update the Group at the next meeting.</p>	J Toovey	10.03.2010
6.02 Co-ordination of care - Holistic Assessment			
Log No	Action	Lead(s)	Deadline
105	<p>The Group discussed ways of taking Holistic Assessment forward and agreed that an important step will be to get it included on to PPM and linking to System One.</p> <p>To update the Group at the next meeting.</p>	J Toovey	10.03.2010
6.03 Advanced Communication Skills			
Log No	Action	Lead(s)	Deadline
106	<p>Discussions with university representatives across the SHA has identified that the current 'Connected' programme would be too expensive to deliver within the Continuing Professional Development funding system. Therefore the 'Connected' programme, may not be sustainable across the SHA.</p> <p>June Toovey reported she is working with Chris Holroyd at the SHA to develop a more sustainable way to deliver Communication Skills Training across the Network, this will firstly involve critically appraising the existing ACST provision for content, outcomes and deliverables, secondly facilitating work with university representatives across the SHA to agree the learning outcomes, minimum content, assessment and evaluation criteria for ACST programmes and working with the National Cancer Action Team 'Connected' Programme team to determine if the agreed learning outcomes and minimum content meet the requirements of the 'Connected' Programme and finally evaluating the delivery of ACST programmes University delivered and 'Connected' using the agreed evaluation criteria.</p> <p>To keep the Group up to date with the project.</p>	J Toovey	Ongoing

6. Implementation of the higher level priorities for the Supportive & Palliative Care guidance			
6.03 Advanced Communication Skills			
Log No	Action	Lead(s)	Deadline
107	<p>June Toovey reported that the Network is still trying to recruit facilitators in each locality.</p> <p>To forward names of any colleagues interested in becoming a facilitator to Pauline Atha (pauline.atha@ycn.nhs.uk).</p>	All	Ongoing
6.04 Patient Information			
Log No	Action	Lead(s)	Deadline
108	<p>June Toovey reported that most aspects of this priority are being met, however not all Trust Support Directories have been finalised for upload to the YCN website.</p> <p>Jane Archer is working with the NSSGs to roll out the Information Pathways and is working with the Lung Nurses to develop the Lung Patient Information Pathway into an Information Prescription.</p> <p>The Group discussed the National Information Prescriptions and concerns were raised about the limited information available, patients not being able to access the information themselves and information not being available in alternative formats.</p> <p>To feedback to the Group at the next meeting.</p>	J Archer	10.03.2010
6.05 Psychological Care			
Log No	Action	Lead(s)	Deadline
109	<p>June Toovey reported that the Psychology Peer Review measures are still in draft. Guidelines for the service specification have been written and are with the Psychology Sub Group and the Commissioning Group for comments.</p> <p>The Group discussed future areas of work and agreed this will be the development of level 2's.</p> <p>To circulate the guidelines for service specification to the Group when finalised.</p>	J Toovey	Ongoing
6.06 User Involvement			
Log No	Action	Lead(s)	Deadline
110	<p>June Toovey tabled an update from Colin Sloane on the work of the User Partnership Group.</p> <p>Work is ongoing for the roll out of the Patient Experience Surveys, the Network has purchased the SNAP software and training is being arranged.</p> <p>The Moving On project is progressing well.</p> <p>User Reviewers for Peer Review are still required and training is available for this.</p> <p>To circulate the User Involvement update.</p>	E Jehan	03.02.2010
111	<p>To forward the name of any Service Users interested in becoming a User Reviewer to Colin Sloane (colin.sloane@ycn.nhs.uk).</p>	All	Ongoing

6. Implementation of the higher level priorities for the Supportive & Palliative Care guidance			
6.07 Rehabilitation			
Log No	Action	Lead(s)	Deadline
112	<p>June Toovey reported that the Rehab Lead post has been appointed and work is ongoing to include rehab in the clinical pathways, the Network Service Improvement Facilitators are working with the NSSGs to progress this work.</p> <p>It was agreed that how to monitor this may be a problem.</p> <p>To update the Group at the next meeting.</p>	J Toovey	10.03.2010
6.08 Specialist Palliative Care Services			
Log No	Action	Lead(s)	Deadline
113	<p>June Toovey reported that the result of the YCN audit regarding having systems in place for enabling face to face assessments in a range of care settings 9-5, 7 days a week has been requested and sent to NCAT.</p> <p>To update the Group when further information is available.</p>	J Toovey	Ongoing
6.09 General Palliative Care - bereavement services			
Log No	Action	Lead(s)	Deadline
114	<p>June Toovey reported that Sub Regional Palliative & EoLC Group are taking forward this work and have set up a Sub Group to take an audit of Bereavement Services forward.</p> <p>The Group were informed that the EoLC Programme Manager will be taking forward this work once in post, the first round of recruitment was unsuccessful, the vacancy will be going back out for advert. The Group were informed that if the Network is not successful in appointing a candidate after it has been to advert again these is an option to use a consultancy.</p> <p>To circulate the advert to the Group when it is back on the NHS Jobs website.</p>	E Jehan	Ongoing
6.10 General Palliative Care - advanced care planning tools			
Log No	Action	Lead(s)	Deadline
115	<p>June Toovey reported that the Sub Regional Palliative & EoLC Group are taking this work forward.</p> <p>To update the Group at the next meeting.</p>	J Toovey	10.03.2010
7. Implementation of the lower level priorities			
Log No	Action	Lead(s)	Deadline
116	<p>June Toovey reported that all Trusts are achieving on the lower level priorities to some extent, these priorities are not being measured but Localities need to be working towards them.</p> <p>To discuss at the next meeting.</p>	J Toovey	10.03.2010

Date of Next Meeting(s)

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

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