

**Actions of the meeting held on
Thursday 14 May 2009, 10:00**

Yorkshire Cancer Network

Level 6 Meeting Room, Bexley Wing, St. James's University Hospital

Present:

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| Mr A Henry | Airedale NHS Trust |
| Ms A Procter | Bradford Teaching Hospitals NHS Foundation Trust |
| Ms H Roberts | |
| Ms T Wilcocks (Chair) | |
| Ms W Markey | Calderdale and Huddersfield NHS Foundation Trust |
| Ms B Hallam | Leeds Teaching Hospitals NHS Trust |
| Ms N Hawkshaw | |
| Mrs K Smith | |
| Mrs S Lloyd | Mid Yorkshire Hospitals NHS Trust |
| Ms L Verity | |
| Ms C Moriarty | Yorkshire Cancer Research Network |

Apologies

Sister P Byrne, Mrs H Hey, Mrs J Toovey, Ms H Wordsworth

| 1. Welcome and Apologies | | | |
|--|---|------------|----------|
| Log No | Action | Lead(s) | Deadline |
| 1 | T Wilcocks welcomed the Group and introduced 3 new members; Sue Lloyd, CNS at Mid Yorkshire, Beth Hallam, Dietician and Catherine Moriarty, Research Nurse both based at SJUH. | N/A | N/A |
| 3. Matters arising | | | |
| Log No | Action | Lead(s) | Deadline |
| 2 | The Group agreed plans to meet twice yearly as the Upper GI Specialists Group and twice yearly as the HPB Specialists Group. The Group also agreed that as the majority of members sit on both groups, to discuss issues relating to either group when necessary. | N/A | N/A |
| 4. Review of Terms of Reference | | | |
| Log No | Action | Lead(s) | Deadline |
| 3 | The Group discussed the membership of the group, currently there is no representative from palliative care or primary care; feedback from the Network Palliative Care Group has been that they are unable to attend all NSSG nurses groups. The Group agreed that having a named link with the Network Palliative Care Group would be beneficial, N Hawkshaw agreed to approach Helen Mullen to discuss this. The same format would seem appropriate for Primary Care. N Hawkshaw to contact Helen Mullen and feedback at the next meeting. | N Hawkshaw | 25.06.09 |

| 5. Supportive Care Pathway | | | |
|--|---|------------|----------|
| Log No | Action | Lead(s) | Deadline |
| 4 | <p>Feedback from the recent circulation of the Oesophageal and Gastric Supportive Care Pathways was discussed and amendments made.</p> <p>The Group discussed the Quality Criteria needed for four key areas: Key Worker, Holistic Needs Assessment, Information and Face to Face Communication.</p> <p>The Group agreed the following as possible measures;</p> <ul style="list-style-type: none"> ▶ Key Worker There will be at least an annual survey that incorporates questions that allow the key worker role to be audited. ▶ Holistic Needs Assessment At the key stages in the pathway marked (a) a holistic assessment will be performed and documented. A two-yearly audit of practice will be performed. ▶ Information Provision At the key stages in the pathway marked (i), or as requested, patients will be offered the relevant information documents as detailed in the patient information pathway. Patient satisfaction with information provision will be audited two-yearly. ▶ Face to Face Communication At the key discussion points in the pathway marked (c), patients will have access to a core member of the team who has completed the advanced communications skills course. <p>E Jehan to make amendments and add the Quality Criteria to the Supportive Care Pathways.</p> | E Jehan | 29.05.09 |
| 6. User involvement and patient information in Upper GI cancer services | | | |
| Log No | Action | Lead(s) | Deadline |
| 5 | <p>The Group discussed User Involvement, Alan and Dorothy Smith currently represent the User Partnership Group on the Upper GI NSSG, there is no User representation on the Pancreatic Group.</p> <p>The Group discussed ways to get more Users involved in both NSSGs.</p> <p>T Wilcocks to contact Colin Sloane, Network User Facilitator to discuss User Involvement further.</p> | T Wilcocks | 29.05.09 |
| 6 | <p>The Group discussed Patient Information and agreed to consider creating some Network wide leaflets.</p> <p>All members of the Group to bring ideas for Patient Information leaflets to the next meeting.</p> | All | 25.06.09 |
| 7. Work plan 2009 | | | |
| Log No | Action | Lead(s) | Deadline |
| 7 | <p>The Group discussed the Work Plan, using the HPB Specialists as a template, it was agreed that the Upper GI Specialists work plan would be based on this.</p> <p>The Group agreed the changes to be made.</p> <p>E Jehan to make changes to Upper GI Specialists Work Plan and circulate to the Group for final comments.</p> | E Jehan | 29.05.09 |

| 8. Feedback from Local Upper GI Nurses Meetings | | | |
|--|---|------------|----------|
| Log No | Action | Lead(s) | Deadline |
| 8 | <p>▶ Central West Yorkshire K Smith advised the Group that after some wait there were now permanent post holders for all localities.</p> <p>▶ York have appointed a new Upper GI CNS</p> <p>▶ Calderdale have submitted a case for a second post.</p> <p>▶ Bradford are awaiting outcome of case for Helen Hey's post (Lead Nurse) to be full-time, Helen is due to leave 31.07.09.</p> <p>▶ Bradford University are potentially aiming to run an Upper GI module and the group agreed to contribute to this.</p> <p>All members to update on their locality at the next meeting.</p> | All | 25.06.09 |
| 9 | T Wilcocks to provide the Group with further information on the Bradford University Upper GI module and syllabus. | T Wilcocks | 29.05.09 |
| 9. Any Other Business | | | |
| Log No | Action | Lead(s) | Deadline |
| 10 | <p>▶ Vice Chair: HPB Specialists Group</p> <p>The Group discussed the role of Vice Chair for the HPB Specialists Group as Sally Wild has left the Trust.</p> <p>The Group agreed that N Hawkshaw would take on this role but agreed to finalise the decision at the next HPB Specialists meeting.</p> <p>E Jehan to add to HPB Specialists agenda.</p> | E Jehan | 24.09.09 |
| 11 | <p>▶ Holistic Needs Assessment</p> <p>The Group agreed that the provision of HNA across the network is patchy and currently not achieved at all key points in patients pathway.</p> <p>Reviewed Bradford CNS documentation plan, need for IT solutions identified and plan to await outcome of work at Leeds on assessment using PPM system. The Group agreed to keep this in the work plan as there is further work needed.</p> | N/A | N/A |
| 12 | <p>▶ Areas for future work</p> <p>The Group discussed possible subjects for work as a group. Agreed to look at (a) patient follow up, and (b) post op feeding practices at next meeting.</p> <p>E Jehan to add to the next meeting agenda.</p> | E Jehan | 29.05.09 |
| 10. Date and time of next meeting | | | |
| Log No | Action | Lead(s) | Deadline |
| 13 | <p>The Group agreed to meet again sooner than originally planned in order to discuss Peer Review.</p> <p>L Verity to arrange a meeting room.</p> | L Verity | 29.05.09 |

Date of Next Meeting(s)

Thursday 25th June 2009 10:00am
Oakwell Centre, Dewsbury, Cypress Room

Thursday 19th November 2009 10:00am
Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital