

Actions of the meeting held on
Thursday 11 February 2010, 10:00

Yorkshire Cancer Network

Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

Mr A Henry	Airedale NHS Trust
Ms A Fletcher	Bradford Teaching Hospitals NHS Foundation Trust
Ms A Procter	
Ms T Wilcocks (Chair)	
Ms G Leonard	Grunenthal Ltd
Sister P Byrne	Leeds Teaching Hospitals NHS Trust
Mrs N Hawkshaw	
Ms H Wordsworth	
Ms K Hazlehurst	York Hospitals NHS Foundation Trust
Ms K Morton	
Mrs J Archer	Yorkshire Cancer Network
Mrs J Toovey	

Apologies

Mrs T Goldsbrough, Mrs M Jennings, Mrs S Lloyd, Mr & Mrs A Smith, Ms L Verity

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
14	Tracey Wilcocks welcomed the Group and introduced 2 new members; Carmel Facer, HPB CNS at Leeds and Clare Whittaker, Upper GI CNS at Leeds, both were directed to the New Members pack available on the YCN website. To add new members to the Group.	E Jehan	25.02.2010
2. Structure of groups and meetings – discussion			
Log No	Action	Lead(s)	Deadline
15	The Group discussed the structure of the Upper GI & HPB Specialists Groups and agreed that splitting the Groups had been beneficial in many ways however meeting attendance had been generally low. It was agreed that the 2 Groups would remain divided however the way in which they meet will change; both Groups will now meet every 4 months for 3 hours; one hour will be Upper GI specific, one hour will be joint and one hour will be HPB specific, these timings will alternate and will be specified on the agenda.	N/A	N/A
3. Review of action logs from last meeting (14.05.09 UGI and 24.09.09 HPB)			
Log No	Action	Lead(s)	Deadline
16	The Action Log from the last meeting of the Upper GI Group (14th May 2009) was agreed as an accurate record.	N/A	N/A

3. Review of action logs from last meeting (14.05.09 UGI and 24.09.09 HPB)			
3.3 Information Provision			
Log No	Action	Lead(s)	Deadline
20	<p>Jane Archer updated the Group on the Information Pathways which are now complete and available on the YCN website. The Group discussed how the pathways are being implemented, members of the Group reported using a paper based tool which is stored in the patient notes or updating on PPM.</p> <p>The Group agreed to initially use a paper based Information Prescription.</p> <p>To print and distribute the Information Prescriptions to Group members for use.</p>	J Archer	25.02.2010
4. Matters arising from previous meetings			
4.1 Key Worker Audit			
Log No	Action	Lead(s)	Deadline
17	<p>June Toovey reported that this will be an annual audit which has been agreed by the Commissioning Group. 10% of patient are to be included (minimum 10, maximum 25). June Toovey will circulate the audit to localities.</p> <p>The Group felt that once all localities have access to PPM, Key Worker can be added to the dataset and this will be an easy and effective audit method.</p> <p>To take audit forward.</p>	All	Ongoing
4.2 Holistic Needs Assessment			
Log No	Action	Lead(s)	Deadline
18	<p>Localities fed back on how tools are being used and there was a consensus that an initial Holistic Needs Assessment (HNA) is taking place.</p> <p>The Group agreed that HNA will eventually be undertaken and stored on PPM.</p> <p>The Group were informed that a patient information resource explaining the HNA is being developed. The Group expressed a concern that a time frame for the HNA to take place is given in the leaflet.</p> <p>To feedback comments on the HNA resource to Aidan Henry, User Involvement & Patient Information Lead.</p>	All	25.02.2010
19	To collate comments to send to Jane Archer (jane.archer@ycn.nhs.uk).	A Henry	25.02.2010
4.4 Supportive Care Pathway			
Log No	Action	Lead(s)	Deadline
21	<p>The Group discussed the option of a combined Supportive Care Pathway.</p> <p>To explore this option and feedback to the Group at the next meeting.</p>	A Henry	20.05.2010

4. Matters arising from previous meetings			
4.5 Project work			
Log No	Action	Lead(s)	Deadline
22	Localities fed back on project work currently being undertaken. It was suggested that 2 possible areas of project work could be presented at the upcoming Upper GI & Pancreatic Educational Event: • Feeding Practice Audit - this piece of work has been undertaken at Leeds and Bradford. Discussion took place around this topic as Beth Hallam is currently on maternity leave and Hannah Roberts has left the Trust, members of the Group felt they should be given the opportunity to present the Audit. • Dianne Burwell has undertaken a piece of work relating to the CNS role To explore the option of Beth Hallam and Hannah Roberts presenting the Feeding Practice Audit.	N Hawkshaw & H Wordsworth	31.03.2010
23	To explore the option of Diane Burwell presenting her work on the CNS role.	K Morton	31.03.2010
4.6 PANDORA			
Log No	Action	Lead(s)	Deadline
24	June Toovey informed the Group that the PANDORA software has been purchased and discussion is ongoing about how to host it. The Group agreed this will be a valuable audit tool. To update the Group as necessary.	J Toovey	Ongoing
4.7 Appointment of UGI Vice-Chair			
Log No	Action	Lead(s)	Deadline
25	The Group were informed that Lisa Verity has taken on the role of Vice Chair for the upper GI Specialists Group. To add Lisa Verity to the role of Vice Chair.	E Jehan	25.02.2010
5. User Involvement			
Log No	Action	Lead(s)	Deadline
26	The Group discussed the positive contributions Alan and Dorothy Smith have made at the recent Upper GI NSSG, it is hoped that they and other Service Users and Carers can continue to attend and contribute to the NSSG. The Group agreed it would be most appropriate for Service Users & Carers to attend the Specialist Group meetings and use it as a forum to discuss matters they may wish to put forward as agenda items on the NSSG. To attend Specialist Group meetings.	A & D Smith	Ongoing
27	To continue to support User Involvement on the Specialists Groups and NSSGs.	A Henry	Ongoing

6. Locality Feedback			
Log No	Action	Lead(s)	Deadline
28	<p>▶ Calderdale & Huddersfield are advertising for a part time (18.5 hours) band 6 CNS.</p> <p>▶ Leeds are now fully appointed.</p> <p>▶ Keren Hazlehurst has been seconded 3 days a week. York are also looking at the option of a coordinator role.</p> <p>To continue to provide locality updates.</p>	All	Ongoing
7. Any Other Business			
Log No	Action	Lead(s)	Deadline
29	<p>▶ Patient Experience Surveys</p> <p>June Toovey reported that the Network will be proceeding with the National Survey which will commence in Spring 2010.</p> <p>The Network has purchased SNAP software (a web based survey tool) to enable roll out of the Network Patient Experience Survey, licences have been purchased for all Trusts, each Trust will need a named person to use SNAP.</p> <p>To update the Group on the National Survey.</p>	J Toovey	Ongoing
30	To update the Group on the roll out of SNAP.	J Toovey	Ongoing
31	<p>Jane Archer informed the Group that she will shortly be leaving the Network and her role will not be advertised as Macmillan funding ended November 2009.</p> <p>The Group thanked Jane for her contributions to the Group and wished her well in her new role.</p>	N/A	N/A
32	<p>June Toovey reported that she will attempt to attend as many meetings as she can but this may not always be possible.</p> <p>The Trust Lead Nurses have agreed to attend Nursing Group meetings to provide updates to the Groups and feedback to the Lead Nurses Group, Tracey Goldsbrough, Lead Cancer Nurse at York will be attending the Upper GI & HPB Specialists Groups meetings.</p> <p>To add Tracey Goldsbrough to the Group membership.</p>	E Jehan	25.02.2010

Date of Next Meeting(s)

Thursday 20th May 2010 10:00am
TBC