

<b>Meeting:</b>	<b>Senior Nurse and Education Workforce Group</b>	
<b>Date:</b>	<b>11 May 2015</b>	
<b>Time:</b>	<b>10 – 12 noon</b>	
<b>Venue:</b>	<b>Evolve Business Centre</b>	
<b>Present:</b>	<b>Name:</b>	<b>Initials</b>
	Tess Craig, Macmillan Clinical Nurse Specialist, South Tees Alison Featherstone (Chair), Cancer Network Manager, NESCN Jackie Melrose, Cancer Modernisation Nurse, Gateshead Michelle Muir, Lead Nurse Palliative Care, Newcastle Brigid Purcell, Lead Nurse End of Life Care, Newcastle Gill Starkey, Lead Cancer Nurse, Northumbria Caron Woodward, Lead Cancer Nurse, Co Durham & Darlington	TC AF JM MM BP GS CW
<b>In Attendance</b>	Mathew Crowther, Survivorship Project Manager, NESCN Helen Douglas, Network Admin & Support Officer, NHS England	MC HD
<b>Apologies:</b>	<b>Name:</b>	<b>Initials</b>
	Joanne Atkinson, Northumbria University Jane Beveridge, Lead Cancer Nurse, Newcastle Andrea Clark, Director of Patient Services, Teesside Hospice Kirsty Curran, Assistant Clinical Business Manager, St Benedict's Hospice Angela Egdell, Director of Care Services, St Oswald's Hospice Nicky Hand, Lead Cancer Nurse, South Tees Jan Harley, Lead Cancer Nurse, North Tees and Hartlepool Karen Hutton, Operational Services Manager, Northumbria Karen Robinson, Clinical Nurse Specialist, Northumbria Gail White, Education Lead, St Benedict's Hospice	JA JB AC KC  AE NH JH KH KR GW

### MINUTES

<b>1.</b>	<b>INTRODUCTION</b>	<b>Lead</b>	<b>Enclosure</b>
	<b>1.1 Welcome and Apologies</b>		
	AF welcomed all to the meeting and apologies were noted as above. Introductions were made.		
	<b>1.2 Declaration of Interest</b>		
	None made.		
	<b>1.3 Minutes of the previous meeting</b>		
	For information only.		
	<b>1.4 Matters arising</b>		
	<ul style="list-style-type: none"> <li>Research leaflet</li> </ul> The research leaflet was forwarded to members following the last meeting. AF discussed the comments received. Some changes were suggested		

		and the group agreed these. The document will be published on the website where it will be available for use.	AF	
		<ul style="list-style-type: none"> <li>• Network patient experience survey</li> </ul> <p>AF discussed patient experience surveys for groups with small number of patients. She informed the group that a network CUP patient survey has been agreed.</p> <p>The group discussed the survey which has been prepared by the Psychology Group. KK has been invited to the meeting in September to discuss this. The draft survey will be sent out with the agenda for this meeting.</p>		
		<ul style="list-style-type: none"> <li>• Wigs</li> </ul> <p>JM informed the group that a procurement process is due to start.</p> <p>It was agreed that this should be removed from this agenda.</p>		
<b>2.</b>	<b>AGENDA ITEMS</b>			
	<b>2.1</b>	<b>Survivorship</b>		
		<p>MC gave an update; the treatment summary is being piloted. The first pilot was the breast which finished on 1 April. Feedback from patients was positive. Staff noted that the document took a long time to complete. Discussions have taken place and a revised form is being piloted.</p> <p>The next specialties to pilot will be haematology then colorectal then gynae oncology. Further workshops are planned for thyroid, lung and head and neck after which it is hoped to pilot the summary for 3 months in these specialties.</p> <p>The group discussed health and wellbeing events and how these could be planned and run. The network has produced a “how to” pack which has been published on the NESCN website. It was thought that it would be useful to run an event including third sector and commissioners to discuss models of wellbeing events. MC will produce an agenda which will be forwarded to the group for comments.</p> <p>AF noted that survivorship is part of the new national priorities for the network.</p>		

	<b>2.2 Events</b>		
	<ul style="list-style-type: none"> <li>• Network conference</li> </ul> <p>The NESCN conference takes place on Friday 15 May 2015 at the Stadium of Light.</p>		
	<ul style="list-style-type: none"> <li>• Nursing and AHP conference 2016</li> </ul> <p>The group discussed the feedback from the previous conference and suggested that the conference in 2016 should go ahead. The group agreed that the theme should be patient experience and that a planning committee should be formed. Members agreed the week beginning 11 April 2016 on a day to be confirmed.</p>	AF	
	<b>2.3 Peer Review</b>		
	Validated self-assessments are taking place in 2015/16 for some specialties. Haematology will be externally assessed.		
	<b>2.4 62 day targets</b>		
	<p>AF informed the group that there was a network event in February. From this, work is ongoing regarding pathways. Roy McLachlan is part of the national taskforce. A new northern taskforce is due to meet soon which AF will be part of.</p> <p>Members agreed that this should be a standing item on this agenda.</p>		
	<b>2.5 NCPC update</b>		
	GW has tendered apologies for this meeting. Members agreed that this should be taken off this agenda as it will be discussed at the Palliative and End of Life Care Group.		
	<b>2.6 Sharing good practice</b>		
	<p>AF informed members that Jane Beveridge is leaving her post at Newcastle. The vacancy has been advertised.</p> <p>GS is leaving her post in September. The vacancy is likely to be advertised shortly.</p> <p>Newcastle; A patient experience role has been advertised. A vacancy for lead nurse end of life has been advertised. Work is ongoing with the end of life support workers. Feedback from patients and carers and staff has been really positive. There has been</p>		

		<p>positive feedback regarding the chemotherapy outreach service.</p> <p>Gateshead; a new end of life video has been produced which is to be shared across the network. A palliative care consultant post has been advertised. It is “care of the dying month” at the QE with market places taking place.</p> <p>South Tees; 6 month pilot of out of hours palliative care is coming to an end soon. Evaluation will take place and a report produced.</p> <p>County Durham and Darlington; two acute oncology nurses and admin support have been advertised. Two Macmillan discharge facilitators have been appointed. A project manager for 6 months to look at the Macmillan Information Centres and the services they provide. An 18 month project looking at survivorship is planned. A development meeting for nurse specialists is planned looking at producing core standards in areas such as health and wellbeing, living with, health needs assessments.</p>		
	<b>2.7</b>	<b>Patient and Carer update</b>		
		AF informed the group that Barbara Convery is continuing her work with the patient and carer groups.		
<b>3.</b>	<b>STANDING ITEMS</b>			
	<b>3.1</b>	<b>Any Other Business</b>		
		<p>Cancer Strategy: AF discussed the “listening exercises” which have taken place and are intended to influence the five year cancer strategy. An early report is expected in July.</p> <p>Risk register: the group discussed the risk register.</p>		
	<b>3.2</b>	<b>Next meeting</b>		
		14 September 2015, 10 am, Evolve Business Centre, Houghton le Spring, DH4 5QY		
	<b>3.3</b>	<b>Ratification of Minutes</b>		
		The group reviewed the minutes and agreed them as a true record of the meeting.		
<b>4.</b>	<b>MEETING CLOSE</b>			
		AF closed the meeting		