

## Living with and Beyond Pathway Board – Minutes of Meeting

15<sup>th</sup> July 2014

Location: Mint Seminar Room, Manchester Royal Infirmary

Time: 3 to 5pm

<b>Attendance</b>	<b>Representation</b>
Wendy Makin	Director/consultant Christie
Kathy Pantelides	AHP/Rehab manager Christie
Ben Heyworth	Survivorship project manager Christie
Claire Rehan	Clinical Psychologist, Bolton FT
Pat Jones	Lead cancer nurse, CMFT
Pauline West	Macmillan info and support manager, Trafford
Janet Parkinson	Macmillan info and support manager, East Cheshire
Karen Buckley	Lead cancer nurse manager, East Cheshire
Jo Keogh	Strategic cancer lead, PAT
Felicity Keeling	Information services manager, PAT
Karen Livingstone	Physiotherapist breast/lymphedema UHSM
Vanessa Hickson	Keyworker, Tameside
Julie tkin-Ward	Macmillan Department Manager
Liane Harris	GP, Cancer Lead Bury CCG
Rachel Mcmillan	St Ann's Hospice and Neil Cliffe Centre representative
Sue Taylor	Patient representative
Hodan Noor	Pathway Manager
<b>Apologies</b>	
Brain Hixson	Patient representative
Ann-Marie Kelly	Patient Information Manager WWL
Beverley Gail Meenan	Macmillan Lead Nurse for Cancer and Palliative Care, SFT
Julie Pieczarka	Macmillan info and support manager, Mid Cheshire
Debbie Smith	Macmillan info and support manager, UHSM
Julie Orford	Lead Macmillan Nurse, UHSM
Ian Ainscough	Macmillan info and support manager, SRFT
Claire Higham	Consultant endocrinologist –Christie and Stepping Hill
Val Goode	Nurse clinician, Lymphoma team, Christie
Abbas Chittalia	Consultant oncologist (breast and lung)- Christie and Stepping Hill

### **In attendance**

Jackie Wilden, Macmillan Wellbeing Centre

Agenda Item	Action
<p>1. Welcome and Introductions</p> <p>WM noted apologies and welcomed the following new members to the board;</p> <p>Julie tkin-Ward, Macmillan Department Manager            Liane Harris, GP, Cancer Lead Bury CCG            Rachel Mcmillan, St Ann's Hospice and Neil Cliffe Centre representative            Sue Taylor, Patient representative</p>	
<p>2. Action log review</p>	
<p>3. Update from the last meeting</p> <ul style="list-style-type: none"> <li>- Minutes from the last meeting – confirmed accurate reflection of the meeting.</li> <li>- Macmillan Project manager appointment – Macmillan was aware the pathway board work is relatively new and required support in addressing survivorship agenda across the tumour specific pathway boards. The board received a sum of funds to generate innovation for a period of two year, this resources includes a project manager role. The appointed candidate will start in August to support the development of the LW&amp;BC work programme with special responsibility for the innovation funds, she has extensive experience within the health arena working with NICE and the Health Care commission.</li> <li>- Meeting with strategic Clinical Network – WM and HN met with the Strategic Clinical Network to discuss partnership working. The SCN has an advisory and influencing role working with Local Area Teams, CCG’s and Health and Wellbeing board. The have particular responsibility for prevention and detections Palliative Care, EoL and LW&amp;BC. The SCN work programme in relation to survivorship covers mapping workforce in the community and primary care to have appropriately skilled workforce in supporting people affected by cancer and support for carers. Patient experience and decision making is also an area the SCN will be look at, we will invite colleagues to deliver a short update and progress on the work programme in the future.</li> <li>- User involvement day – Manchester Cancer held a user involvement day; ST and JW attended the event and gave a very positive feedback including the approach of the event which was interactive. WM explained a patient charter was developed, proposal to deliver an annual meeting where pathway boards present progress and be held to account.</li> <li>- Psychological support- the support group had existing members and was part of the former network set up. Discussions with the pathway chair (PM) directors of LW&amp;BC (WM), Palliative Care (CM) and the Manchester Cancer Associate Director identified the psychological support group as an important structure to maintain and support. CR described the exploratory work programme to be about standards and training needs, HN is the pathway manager for the group.</li> <li>- MCIP</li> </ul>	<p><b>HN to email the draft charter to members</b></p>
<p>4. Terms of Reference</p>	

<p>5. Draft Work programme and priorities for discussion</p> <p>WM tabled the draft work programme, this was discussed in detail including members expression of interest to support the particular areas of work.</p> <ul style="list-style-type: none"> <li>○ Engagement with Manchester Cancer Pathway Boards and Beyond</li> <li>○ Clinical services engagement in relation to survivorship</li> <li>○ Plan for effective utilisation of Macmillan innovation fund working with pathway boards</li> <li>○ Develop patient/carer/relatives involvement strategy</li> <li>○ To ensure that the aims of cancer survivorship as described in objectives 1 to 4 also meets the needs of those 'Living With Cancer'</li> </ul>	
<p>6. Peer Review :</p> <p>CM shared with members Manchester Cancer Briefing on peer review, the Pathway Boards will take the responsibility of the peer review which was previously the network responsibility. It is recognised the peer review briefing is generic to represent all pathways and cross cutting theme boards need to take this into consideration.</p> <p>New measures for Palliative care will be published next year, following on from this the palliative care board will identify the approach and process to take forward the cancer elements.</p> <p>There needs to be a mechanism where collective reports from the Trusts are shared with this board, this is currently uploaded in the CQUIN website.</p> <p>EP from SCN highlighted they are awaiting clarity with regards to SCN and Manchester cancer responsibility in relation to peer review, however for cross cutting groups the documents have been sent to the provider board.</p> <p>In relation to representation from MDT query to Manchester Cancer regarding point 19 and 20 of the peer review briefing for cross cutting themes and can we share the role and designated MDT leads. Manchester Cancer to check with the national cancer action team regarding peer review and representation at Palliative care board.</p> <ul style="list-style-type: none"> <li>- Responsibility for reviewing of palliative care guideline for pain and symptom control</li> </ul> <p>CM Queried who (SCN or MC) is reviewing and the deadline for reviewing including the work required. DW suggested to create a subgroup made up of SCN and MC members.</p> <p>However Lancashire and Cumbria has already reviewed their guidelines and any review need to be in synergy with the Northwest colleagues to ensure consistency. Proposal to extend the existing Greater Manchester and Cheshire guidelines until January 2015 all members agreed.</p>	<p><b>Manchester Cancer to check with the national cancer action team regarding peer review and representation at Palliative care board.</b></p>

## Manchester Cancer

<p>SG proposed, once agreed to share guidelines of Lancashire and Cumbria to potentially adopt rather than rework the current guidelines.</p> <p>SCN to share all documents including guidelines, referral criteria, constitution once uploaded on the SCN website to share with MC website.</p>	
<p>7. Website</p> <p>The website has been launched and all documents including minutes once agreed will be uploaded on the site.</p>	
<p>8. A.O.B.</p> <p>HN requested to be in attendance at GM SCN Palliative Care Board meetings, SG, chair for the board agreed.</p> <p>Times of meeting reviewed and slots for SCN and MC board meeting to be 1.30hr each 3-6pm and alternate start with MC or SCN.</p> <p>Clarification on meeting time and can the representation on the board be shared?</p>	<p><b>HN to clarify with Core team at MC on representation being shared by board members.</b></p>
<p>9. Date of next meeting</p> <p>4.30 to 6pm, 8<sup>th</sup> July, The Centre, Birchwood Conference Park, Warrington, WA3 6YN</p>	