

Cancer Career Pathway Steering Group



Action notes of meeting: 10am on Thursday 2nd March 2023 by Teams

PRESENT:

Lesley Mitchell (Co-chair)	WHST	LM
Lorna Nevin (Co-chair)	PHA	LN
Geraldine McKendry	NIPEC	GMcK
Cathy McCusker	NIPEC	CMcC
Geraldine Byers	BHSCT	GB
Bernie McShane	BHSCT	BMcS
Dr Cherith Semple	UU	CS
Monica Donovan	QUB	MD
Siobhan Johnston	OU	SJ
Tom Mulligan	CEC	TM
Dr Patricia McNeilly	DoH	PMcN
Dawn Ferguson	SHSCT	DF
Sally Convery	PHA	SC
Celia Diver-Hall	WHST	CDH
Alison Begg	UIC	AB
Michael Riddell	NHSCT	MR
Helen McGarvey	Retired/PLC ¹	HMcG
Deirdre Cunningham	PHA	DC
Julie Anne McKeown	BHSCT	JAMcK
Nicola Shannon	SHSCT	NS
Moyra Mills	NHSCT	MM

ALSO, IN ATTENDANCE:

Angela McKeever	WHST	AMcK
Claire Black	SEHSCT	CB
Jacque Warwick	WHST	JW
Moyra Mills	NHSCT	MM
Sarah McCauley	SEHSCT	SMcC
Louise Gribben	SHSCT	LG

APOLOGIES:

Angela McLernon	GP Federation	AMcL
Ruth Thompson	SEHSCT	RT
Clair Quin	SHSCT	CQ
Kristy-Lee Greene	NHSCT	KG

¹ Retired Senior Nurse Lecturer and Person Living with Cancer

ACTION NOTES

Agenda item/ reference number	Action to be taken	Action by
1.0 Welcome and introductions	<p>LM gave a very warm welcome to everyone to the 2nd meeting of the Cancer Nursing Career Pathway on behalf of herself and LN who are the Co-chairs and alternate chairing the meetings.</p> <p>LM welcomed Deirdre Cunningham to her first meeting and Sally Convery in capacity of her new role.</p> <p>For the benefit of new members, a round of introductions also took place.</p>	
2.0 Apologies	<p>Apologies as noted above.</p> <p>Apologises also noted on the delay of circulated action notes from the previous meeting, dated 1st December 2022. Aiming to circulate subsequent action notes within one week of the meetings.</p>	
3.0 Action Notes from meeting 1st December 2022	<p>Action notes from previous 1st Steering Group meeting were reviewed for accuracy and agreed.</p> <p>Action Log reviewed and completed; except one item which remains open.</p> <p>LM noted the actions from the previous Steering Group:</p> <ul style="list-style-type: none"> - Steering Group meeting presentation, Workshop Report and District Nursing Career Pathway to be circulated with draft action notes to members of the Steering Group (completed). - Draft Project Plan with amended aim, to be circulated to the Steering Group. This now reads; <ul style="list-style-type: none"> <i>“The Project Steering Group will work with key stakeholders, to develop a cancer nursing career pathway to support the development of registered nursing staff and clinical support staff, who care for people living with cancer from a range of care settings, including: Acute Medicine, Acute Surgery, Primary and Community Care, cancer centres, cancer units and the Independent Sector. It will also include, all nurses caring for people across the life span: children, teenagers, young adults as well as adults.”</i> (completed). - Send a workshop invite out to include each of the Co-leads for the Role Development Writing Groups. (completed). - Send invite to Steering Group members for the 	

	<p>workshop (completed)</p> <ul style="list-style-type: none"> - Draft Project Equality Screening Template to be circulated to the group, along with meeting action notes. (completed). - Develop an Issue and Risk log (completed). - Consider representation on Steering Group to reflect Nurses not working in cancer settings and medical staff (remains open) Co-chairs & NIPEC Project Lead to take this action forward. <p>Issues and Risks log</p> <p>LM highlighted some of the identified risks in brief and noted that the Steering Group needs to consider the following risks:</p> <ul style="list-style-type: none"> - Unable to get membership for Role Development Writing Groups (RDWG`s), particularly outside of Cancer Nursing. - Unable to get an opportunity to deliver; Role description for each of the agreed core roles. - Unable to get agreement on core competencies for the roles within the career pathway - Unable to get agreement on education requirements - Unable to develop & regionally agree Job Descriptions for each role - Potential to overrun project timescales. <p>MR suggested that it would be useful to add a note to the Risk Log to advise that the JD's are developed for the agreed without a guarantee of funding in the career pathway.</p> <p>ACTION: Add to Issues and Risks Log; the impact of the development of regionally agreed JDs for individual roles within the career pathway on the existing recurrent funding within Trusts after consultation with MR and DF. Also, the effective project communication strategy with all stakeholders, Trusts and Forums. Circulate to Steering Group.</p> <p>ACTION: Follow up representation on Steering Group with Trade Union/Professional Bodies/Staff Side.</p> <p>LN provided a reflective account of the workshop on 27 January 2023. The RDWG co-chairs attended the half day workshop, Vanessa Taylor and Libby Porter joined virtually for a presentation on the Aspirant Cancer Career and Education Development (ACCEND) Programme.</p>	<p>LM/LN/GMcK</p> <p>MR/CMcC</p> <p>CMcC/GMcK</p> <p>MR</p>
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	<p>ACCEND provide a tool and programme to test and align with NI in terms of competencies and educational requirements. Historic work on the District Nursing Career Pathway has proved useful for the Writing Groups.</p> <p>Workplans and timescales were developed for the RDWGs, including clear step-by-step responsibilities.</p>	
<p>4.0 Role Development Writing Groups - progress update</p>	<p>Each of the RDWGs provided an update on their progress to date:</p> <p>Nicola Shannon - Registered Nurse group:</p> <ul style="list-style-type: none"> - The group has now met twice. - They went through the core competencies together to spark debate. - They have reached Core Competency 17, and have been making progress. For competencies where there is disagreement, they will be tabled until the end of the discussion. - The Registered Nurse Writing Group will meet again in W/C 06.03.23. <p>Angela McKeever - Support Worker group:</p> <ul style="list-style-type: none"> - The group has met twice virtually. - A face to face meeting is to take place on 21.03.23, where any contentious points will be discussed. It has proven difficult to meet in person. - AMcK noted that the group is happy with their progress to date. <p>Jacque Warwick - CNS Writing Group:</p> <ul style="list-style-type: none"> - There have been a number of changes in membership, and a QUB representative has yet to be agreed; Helen Kerr has now been agreed. - It has been difficult to get everyone together due to time pressures. - The first task they worked on was the definition of a CNS, Moyra Mills have been instrumental in this. - Due to the difficulty of meeting, a SharePoint document is in place for members to update individually and then collate. <p>Sarah McCauley - ONP/HNP group:</p> <ul style="list-style-type: none"> - Matthew Kelly (SHSCT) has agreed to join as co-lead of the writing group - The documents were shared with the group members for feedback. 	

	<ul style="list-style-type: none"> - It was found there is a lot of overlap with the CNS role. - A further meeting is expected to take place in the next couple of weeks <p>Louise Gribben - ANP group:</p> <ul style="list-style-type: none"> - The Group have met a few times - All comments have been collated, and will be discussed in a meeting next week. The work has mainly gone ahead individually - The descriptor has been completed. <p>Lorna Nevin - Consultant Nurse group:</p> <ul style="list-style-type: none"> - A descriptor has been designed which has been shared for feedback - There have been some changes in membership, and the full group is to meet on 03.03.23 to agree the descriptor and discuss the competencies. <p>Bernie McShane - Children's group:</p> <ul style="list-style-type: none"> - PMcN and BMcS are the co-leads. - The group met on 17.02.23. - The group is cross-referencing the TYA Cancer competency document and the UK Children's Cancer Competency Document. - A further meeting is to take place 03.03.23. - PMcN noted they are on track reviewing the competencies. <p>ACTION: Updated draft Project Plan, RDWG`s membership and overarching GANTT chart to be circulated to Steering Group along with draft action notes.</p>	<p>GMcK</p>
<p>5.0 Workplan & Timescales - progress update</p>	<p>LM gave a brief overview of the Workplan & Timescales:</p> <ul style="list-style-type: none"> - By 24th Feb, to review contents of ACCEND. Draft Role Descriptor to be agreed and begin scoping ACCEND. - By 24th March, RDWG`s to continue development of agreed core roles Competencies. - By 21st April, Educational Requirements to have been agreed. - By 23rd May, Workshop will be a sharing event with progress of each RDWG presented by co-leads. - By 1st June, Steering Group progress update of work and propose update for CNO Business Meeting. 	

	<p>GMcK shared the GANTT chart onscreen, and LM briefly discussed the milestones.</p> <p>ACTION: Draft Equality Screening Template hyperlink to be added to the Project Plan and circulated to the Steering Group.</p> <p>CMcC suggested it would be useful for each RDWG to complete their own GANTT chart and share with the Steering Group by 23rd March.</p> <p>ACTION: Each RDWG to send updated individual GANTT charts to Project Lead by 23rd March.</p>	<p>GMcK</p> <p>All RDWG's</p>
<p>6.0 Role Development Writing Group Workshop 23rd May 2023</p>	<p>CMcC noted that after the workshop on 23rd May, it might be useful to consider holding a further workshop with staff that are not directly involved in Cancer units.</p> <p>RDWG Workshop co-leads will present their individual group progress at the Workshop.</p>	
<p>7.0 Any other business</p>	<p>LN highlighted that effective communication skills is an important competency which should be described in all roles. There is an existing piece of work being taken forward regionally by Dr Sharon McCloskey scoping advanced communication skills.</p> <p>LN asked that the writing groups keep to note how this can be integrated into the education requirements of each role going forward.</p>	
<p>8.0 Date & time of meetings</p>	<p>Workshop: Tuesday 23rd May 2023, 9.30am-1.00pm at Massereene Room, Antrim Castle Gardens.</p> <p>Next Steering Group meeting: Thursday 1st June 2023, 10am – 12 noon.</p> <p>Post meeting update, the workshop on Tuesday 23rd May 2023 will be extended to 4pm.</p>	