

# ACTION NOTE

## Review of DHSSPS Commissioned Cancer Education Programmes

### Meeting of the Working Group held on 22<sup>nd</sup> July at NIPEC

#### In attendance

L Barrowman (LB) – NIPEC – Chair  
S Campalani (SC) – BHSCT  
K Dunne (KD) – NEDC  
Eileen Deery (ED) - NHSCT  
S Foster (SF) – NI Hospice  
L Henderson (LH) – NICaN  
R Henry (RH) – QUB  
M McCartan (MMcC) - NIPEC  
E McCaughan (EMcC) – UU  
B McGrath (BMcG) – WHSCT (Teleconference)  
A Porter (AP) – SHSCT  
D Robinson (DR) – BHSCT

#### Apologies

R Carroll (RC) – SHSCT  
L Gribben (LG) – Beeches Management Centre  
Wilma Boyd-Carson (WBC) – SEHSCT  
Liz England (LE) - WHSCT

Agenda item/ reference number	Action to be taken	Action by
<b>1.0 Welcome and Introduction</b>	L Barrowman welcomed everyone to the meeting. All members introduced themselves and indicated which organisation they represented. LB gave a brief introduction to the purpose of the review and identified that it was intended to complete the work within 3 meetings for presentation to the Education Commissioning Group in late November.	
<b>2.0 Discuss and agree the purpose of the review</b>	<p>An initiative plan and terms of reference were presented to the group for agreement. These were agreed and acted as a stimulus for discussion. It was established that the review would only consider courses currently commissioned by DHSSPS and provided by education providers in Northern Ireland.</p> <p>LB presented a list of commissioned courses, the group felt there may be other courses not included and it was agreed to examine an extended commissioning cycle looking back over 3 years.</p>	

	<p>Members agreed to forward information concerning gaps. KD agreed to make contact with L Gribben (BMC).</p> <p>There was a wide discussion about the need for some courses to be commissioned perhaps 2 to 3 yearly because of the small numbers needing them and about taking a more strategic approach to the type of courses which are commissioned. It was confirmed by BMcG that the Education Commissioning Group was already addressing this issue but the work of the review would inform this. BMcG also felt that the Cancer network was ideally placed to provide help in identifying areas of need.</p> <p>LB summarised the discussion and two main areas of work were identified:</p> <ol style="list-style-type: none"> <li>1. Examine the courses already being commissioned and identify whether they are fit for purpose, and identify any overlaps or gaps</li> <li>2. Aim to provide some future proofing measures which will ensure commissioned courses over the next 3 to 5 years are fit for purpose.</li> </ol> <p>Both of these main areas of work were agreed by the group.</p>	
<p><b>3.0 Agree the way forward</b></p>	<p>It was agreed by the group to take the work forward.</p> <p>LB to establish the number of agreed places on each of the commissioned courses in 2010-2011 and forward the information to the group. (It was noted that this would not include BMC and NEDC).</p> <p>It was agreed the way forward would include the following:</p> <ol style="list-style-type: none"> <li>1. Examine the list of commissioned courses provided and identify any gaps. This information would be forwarded to NIPEC for collation ready for the next meeting</li> <li>2. Consider the course title, content and learning outcomes of each course and review in terms of service need to establish whether the course was meeting that need and identify gaps or duplication. It was agreed that it would be helpful if comments were forwarded to NIPEC in advance of the next meeting. Any received comments would be collated for the next meeting.</li> </ol>	<p>LB</p> <p>All</p> <p>All</p>

	<p>3. Review courses in line with nationally agreed guidelines e.g. NICE etc</p> <p>4. Review overarching provision to establish that priority needs are being met.</p>	<p>All</p> <p>All</p>
<b>Date &amp; Time of Next Meeting/s</b>	<p>It was confirmed that arrangements were in hand for a second meeting and members who had not responded to the request were requested to respond as soon as possible.</p>	<p>Relevant members</p>