

Cancer Career Pathway Steering Group



Action notes of meeting: 10am on Thursday 1st June 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
Tom Mulligan	CEC	TM
Dr Patricia McNeilly	DoH	PMcN
Celia Diver-Hall	WHST	CDH
Alison Begg	UIC	AB
Helen McGarvey	Retired/PLC ¹	HMcG
Nicola Shannon	SHSCT	NS
Matthew Kelly	SHSCT	MK
Clair Quin	SHSCT	CQ
Ruth Thompson	SEHSCT	RT
Sheena Stothers	SET	SS
Louise Gribben	SHSCT	LG

APOLOGIES:

Angela McLernon	GP Federation	AMcL
Kristy-Lee Greene	NHSCT	KG
Dr Cherith Semple	UU	CS
Angela McKeever	WHST	AMcK
Debbie McKelvey	BHSCT	DMcK
Sarah McCauley	SEHSCT	SMcK
Moyra Mills	NHSCT	MM
Deirdre Cunningham	PHA	DC
Michael Riddell	NHSCT	MR
Monica Donovan	QUB	MD
Dawn Ferguson	SHSCT	DF
Julie Anne McKeown	BHSCT	JAMcK
Siobhan Johnston	OU	SJ
Claire Black	SEHSCT	CB
Warwick Jacque	WHST	JW
Edel Aughey	BHSCT	EA
Sally Convery	PHA	SC

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 3rd 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>For the benefit of new members, a round of introductions also took place.</p>	
2.0 Apologies	<p>Apologies as noted above.</p>	
3.0 Action Notes from meeting 2nd March 2023	<p>The action notes from the previous 2nd Steering Group meeting on 02.03.23 were reviewed for accuracy and agreed.</p> <ul style="list-style-type: none"> • Action Log <p>The Action Log has been reviewed and completed with the exception of two items which remain open.</p> <p>LM noted the actions from the previous Steering Group:</p> <ul style="list-style-type: none"> - Consider representation on Steering Group to reflect nurses not working in cancer settings and medical staff working in cancer settings. This action is due to be completed through a model of consultation which will ensure representation not in cancer settings (open) - Follow up representation with Trade Union/Professional Bodies/Staff Side. Michael Riddell to carry forward (open) <ul style="list-style-type: none"> • Issues and Risks Log <p>The Issues and Risk Log were reviewed and no changes were made to the Log.</p> <p>An updated GANTT chart will be attached and shared along with the updated Issues and Risk Log.</p>	<p>Action: GMcK, LM, LN to continue seeking representation from nurses not working in cancer settings and medical staff working in cancer settings.</p> <p>Action: MR to follow up on representation from TU's/Professional bodies/Staff Side and report back to group. GMcK to capture progress update.</p> <p>Action: Updated Action Log, Issues and Risk Log and GANTT chart to be circulated to Steering Group members and RDWG Co-leads. GMcK</p>

<p>4.0 Synopsis of work to date</p>	<p>LN advised that since the last Steering Group meeting in March 2023, a further workshop has been held on 23 May 2023. Although the workshop focused on adult nursing, PMcN and BMcS also attended to assist with their Children`s roles.</p> <p>LN praised the excellent work of the writing groups to date.</p> <p>Since the last meeting, the following work has been progressed:</p> <ul style="list-style-type: none"> - Draft Role Descriptors developed; - The ACCEND Competencies have been reviewed; - Draft Educational Requirements have been developed. <p>LN noted 2 key learning points; It was useful to have members sitting on more than one Writing Group`s as it helped inform role clarification, and how invaluable the input of HEI`s and CEC colleagues has been.</p> <p>The workshop was the first opportunity for the RDWGs to collectively review the Role Descriptors.</p> <p>LN advised that this gave attendees an opportunity to review the Cancer Support Worker Role including its clinical function.</p> <p>LN also shared the distinction was being identified within the Registered Nurse roles; which has led the need to further describe the Senior Cancer Nurse role. LM and LN have drafted a Role Descriptor and Competencies with the Registered Nurse RDWG.</p> <p>LN acknowledged that the review of the ACCEND Capabilities is a lengthy process; the creators of the document have been contacted, and will meet with LN and LM to discuss the amendments identified during this process of the considerations, from a Northern Ireland approach.</p> <p>LN advised that due to the volume of work required in order to update the Cancer roles, the project timelines have drifted. A further workshop is planned to complete</p>	
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	<p>the remaining tasks, for 4 July 2023.</p> <p>The RDWGs Co-leads provided an update on their progress to date:</p> <p>Nicola Shannon - Registered Nurse Group:</p> <ul style="list-style-type: none"> - NS advised that the workshop on 23rd May was a good opportunity to raise any queries, and share the voice of their RDWG. <p>Matthew Kelly – ONP/HNP Group:</p> <ul style="list-style-type: none"> - MK noted that the group is on track, and that the workshop was very useful for linking in with colleagues. <p>Louise Gribben - ANP Writing Group:</p> <ul style="list-style-type: none"> - LG advised that the ANP group is also on track, and that the members are well placed to complete this work. LG advised that ACCEND provided a framework for a newly registered ANP, with opportunity to develop within the role. <p>Sheena Stothers – Consultant Nurse Group:</p> <ul style="list-style-type: none"> - SS noted that the CN group were engaged and provided useful ideas and feedback. <p>Bernie McShane – Children’s Group:</p> <ul style="list-style-type: none"> - BMcS noted there was great engagement at the workshop, and that the Children’s group looked at all of the roles across 2 documents. A further meeting is planned with LM and LN for the 9 June 2023. 	
<p>5.0 Workplan & Timescales - progress update</p>	<p>GMcK gave an overview of the Workplan & Timescales:</p> <ul style="list-style-type: none"> - Some extra time has been required for the development of the Educational Requirements and completing the remaining Competency domains. An additional workshop is planned for the 4 July 2023, to finalise and agree these. - The project GANTT chart and timescales to be updated. - Role Descriptors, Education Requirements, and Competencies are to be completed and shared with the Steering Group, planned for 14 September 2023. 	<p>Action: Update GANTT chart/workplan with new timescales and circulate to Steering Group members and RDWG Co-leads GMcK.</p>

	CMcC raised an additional point, whether another line needs to be added to the GANTT chart, to differentiate between adult and children's pathways.	
6.0 Any other business	<p>LG asked about the Career Pathway for Cancer Nursing Project Progress Update on the NIPEC website. This will be recirculated with all Steering Group members and RDWG Co-leads. To support the wider communication across service areas and nursing leadership.</p> <p>CMcC advised a further Project Progress Update Communique will be circulated following the next workshop 4 July 2023.</p>	<p>Action: Project Progress Update Communique to be recirculated to members of the Steering Group and Co-leads. GMcK</p> <p>Action: A further Project Progress Update Communique will be circulated following the next workshop. GMcK and CMcC</p>
7.0 Date & time of meetings	<p>Workshop: Tuesday 4th July 2023, 10.30am at Fern House, Antrim Area Hospital site.</p> <p>Next Steering Group meeting: 14th September 2023, 10.00am – 12.00pm via Teams.</p>	