

UKONS Board Meeting

Friday 14th July 2017
0900-1100 Tcon

Minutes

Name, Role, Status	Job title	UKONS region
Richard Henry (RH) President Apologies	Lecturer in Nursing at Queens University Belfast	Northern Ireland (NI)
Emma Sweeney (ES) President elect In Attendance	Macmillan Head of Cancer Nursing Colchester Hospital	East of England (EoE)
Catherine Oakley Past president Apologies	Chemotherapy Nurse Consultant Guys & St Thomas' NHS Foundation Trust	London (L)
Cathy Hughes (CH) Treasurer In Attendance	Consultant Nurse Gynaecology / Oncology Imperial College Healthcare	London (L)
Jane Beveridge (JB) Secretary In Attendance	Deputy Nurse Director Sheffield Teaching Hospitals NHS Foundation Trust	North East and Yorks & Humber (NE&YH)
Wendy Anderson (WA) Board member Apologies	Macmillan Nurse Consultant Chemotherapy South Tees Hospitals NHS Foundation Trust	North East and Yorks & Humber (NE&YH)
Sandra Campbell (SC) Board member In Attendance	Nurse Consultant for Cancer and Palliative Care Falkirk Community Hospital	Scotland (S)
Philippa Jones (PJ) AOS Co-lead & Co-opted Board member In Attendance	Macmillan Associate Acute Oncology Nurse Advisor for NIHR Clinical Research Network: West Midlands Cancer Division	Midlands (M)
Gillian Knight (GK) AOS MIG Co-lead In Attendance	Macmillan Lead Cancer Nurse South Wales Cancer Network	Wales (W)
Rachael Morgan-Lovatt (RM-L) Board member In Attendance	Lead Cancer Nurse BMI Priory Hospital	West Midlands (WM)
Helen Roe (HR) Board member Apologies	Consultant Cancer Nurse / AOS Lead North Cumbria University Hospitals NHS Trust	North West (NW)
Alison Hill (AH) Board member Apologies	Lead Cancer Nurse University College London Hospitals	London (L)
Verna Lavender (VL) Board member In Attendance	Senior Lecturer in Cancer Care Oxford Brookes University	South Central (SC)

Item	Action
<p>1. Welcome and apologies</p> <ul style="list-style-type: none"> ES welcomed everyone to the meeting. Apologies noted from Richard Henry, Wendy Anderson. Helens Roe and Alison Hill <p>Declaration of conflict of interest</p> <ul style="list-style-type: none"> None declared <p>Review of minutes and actions from last meeting</p> <ul style="list-style-type: none"> Lead Nurse MIG – need update from AH as to progress following in response to the call for interest in breaking news CH to send something to PJ on bowel obstruction to add to the guidelines RH to speak to Danny Kelly re the transcribing of the triage tool into other languages. PJ noted that EONS communication group are looking at transcription. PJ provided update that the transcription into Portuguese is going well. No update re the cost to UKONS for the smoking cessation piece of work. ES to speak with RH for an update Add aspirin trial and place at conference – no update KW to liaise with RH 	<p>AH</p> <p>CH</p> <p>RH</p> <p>ES/RH</p> <p>KW/RH</p>
<p>2. Finance report</p> <p>CH provided finance update to the board</p>	
<p>3. Secretary report</p> <ul style="list-style-type: none"> JB presented secretary report, overview of membership and partner level agreements Changes in membership noted. JB asked KW to send e mail out to all those on database that county was unknown to see if we can capture an accurate picture of membership Changes made to the Memorandum and Articles of Association – JB/ES/RH have Tcon 3rd August 2017 	<p>KW</p>
<p>4. Conference update</p> <ul style="list-style-type: none"> KW gave an update of conference to date using the status report included in the agenda GW/JB noted waiting for confirmation from RH with regards to second speaker for Prevention & Early Diagnosis Saturday workshop. ES to speak to RH. Abstract deadline 21st July 2017 – 22 received to date. ES will liaise with KW next week as may need to extend deadline like we have done in previous years. Judging panel happy to extend deadline and did ask if they could have all abstracts that are in by next week sent thorough so they can make a start on the judging Elaine Vickers has confirmed as key note for the Friday morning. RH leading on this No title for symposium to date from Astellas SC had been contacted by Sage & Thyme to speak at future conferences. ES asked SC to forward e mail to RH 	<p>ES/RH</p> <p>ES/KW</p> <p>KW</p> <p>SC</p>
<p>5. TORCH</p> <ul style="list-style-type: none"> No update to give 	
<p>6. Oncology Forum</p> <ul style="list-style-type: none"> ES thanked everyone for their attendance. UKONS liaising with UK Oncology Forum in relation to managing the nursing session for next year. Date of next year's conference 14 & 15th June 2018. ES? RH will update group 	<p>ES/RH</p>

<p>7. Closed system</p> <ul style="list-style-type: none"> WA unable to join meeting – update given via e mail from ES <p>Kurinchi Gurusamy Monthly update: June report</p> <ul style="list-style-type: none"> We have obtained four additional co-authors: one Oncology Nurse consultant from UK (Elaine Lennan), two pharmacists from Canada (Cynthia Tanguay, Jean-François Bussières), and one occupational hygienist from Finland (Mika Korva) in addition to the co-applicant in the grant application (Lawrence Best) resulting in a total of 6 authors for this review in the following order: Kurinchi Selvan Gurusamy, Lawrence MJ Best, Cynthia Tanguay, Elaine Lennan, Mika Korva, Jean-François Bussières. We have completed a draft protocol and received comments and suggestions from Jos Verbeek (co-ordinating editor of Cochrane Work Group), Elaine Lennan (Oncology nurse consultant), and the other co-authors We addressed these comments and have submitted the protocol. This is milestone 1 <p>Important future dates: <u>Next monthly update (July report):</u> due on 31/07/2017 <u>Presentation to UKONS board:</u> 10/11/2017 <u>Next milestone (milestone 2: submission of draft review):</u> due on 30/11/2017</p>	
<p>8. EONS elections</p> <ul style="list-style-type: none"> Voting completed 	
<p>9. Lead Nurse MIG update</p> <ul style="list-style-type: none"> No update 	
<p>10. Haemato Oncology MIG</p> <ul style="list-style-type: none"> First meeting went exceptionally well Jackie Green and Karen Stanley will co-chair this group Planning masterclass with Gilead on 27th November 2017 in Oxford Would like a room at our conference in November so they can meet with members. VL speaking to KW on this 	<p>KW</p> <p>VL/KW</p>
<p>11. Ambassadors update</p> <ul style="list-style-type: none"> Continuing to capture 'where's UKONS' been photos and use in social media GK/ND are updating the information for ambassadors will circulate once completed 	<p>GK</p>
<p>12. Oncology Nurses in Practice – eLearning modules</p> <ul style="list-style-type: none"> ES/RH will update at next meeting 	<p>ES/RH</p>
<p>13. NCRI Conference update</p> <ul style="list-style-type: none"> VL noted that symposium proposal has been accepted at NCRI conference 7th November 2017 (Sandie Wellman & Anne Croudass also presenting with VL) UKONS happy to pay for VL travel and accommodation to attend this 	
<p>14. Triage tool translation into Portuguese</p> <ul style="list-style-type: none"> Previously discussed 	
<p>15. Baso Conference update</p> <ul style="list-style-type: none"> ES & CH chasing people to present for breast and colorectal at this conference - colorectal nurse has confirmed CH will chase up breast nurse 	<p>CH</p>

<p>16. Feedback on BJN Oncology supplement</p> <ul style="list-style-type: none"> • No update from HR – will circulate electronically when received • GK will liaise with RH/HR as she had been asked to write the forward but not hear anything to date 	
<p>17. AOB</p> <ul style="list-style-type: none"> • ES noted that chemotherapy passports are on track for circulation Sept 2017. VL suggested a paragraph in breaking news • RH/WA have had discussion re safer needles meeting – WA has spoken with the relevant organiser and them aware of Cochrane review and will keep Board informed of this work stream. • CH noted change of e mail from Monday 17th July 2017 to cathyhughes@nhs.net 	ES
<p>Designation: Richard Henry, UKONS President</p> <p>Date: 9th August 2017</p> <p>Next meeting: Wednesday 14th September 2017 Face-to-face meeting, 10.00 – 16.00 Darwin Meeting Room OPEN Health Offices, 330 High Holborn, London</p>	