

Present:

Dr P Godwin	Airedale NHS Trust
A Rajgopal	Calderdale and Huddersfield NHS Foundation Trust
Dr S MUSAAD	Hull and East Yorkshire Hospitals NHS Trust
Dr T Collens	Leeds Teaching Hospitals NHS Trust
Dr R Hobson	
Dr Z Qazzafi	
Dr N Young	
Dr N Todd (Chair)	York Hospitals NHS Foundation Trust
Mr S Duffy	Yorkshire Cancer Network

1. Apologies

Dr D Gilson, Prof K Kerr, Ms K Midgley, Dr L Munro, Dr M Schweiger, Dr G Smith, Mr B Tinkler, Ms E Ward, Ms S Whiteley

2. Action Log from the last meeting

Log No	Action	Lead(s)	Deadline
18	Actions from the meeting on Wednesday 16th May were reviewed and noted as work ongoing and/or complete or are due to be discussed later in the meeting.		N/A

3. Matters arising

Log No	Action	Lead(s)	Deadline
19	<p>► Review Objectives of Group and Membership</p> <p>Members again discussed a joint Network group with the HYCCN. Although this has been declined it is now under review with the HYCCN. Any individuals wishing to attend from HYCCN are welcome to do so.</p> <p>To review the joint network group idea with HYCCN next year.</p>	N Todd	01/04/2008
20	<p>The group reviewed the current membership. The majority of members at present are microbiologists therefore it would be beneficial to diversify the group to become more multi-disciplinary. No representation from Mid Yorkshire.</p> <p>To send out communication indicating a change in the way the groups works to attract new members.</p>	N Todd / S Duffy	01/11/07
21	To contact Helen Barker to help gain interest in the group from the Mid Yorkshire.	S Duffy	01/11/07
22	<p>► Streptococcus Bovis</p> <p>The proposed audit has not been carried out due to issues of consent as it may be classed as a research project.</p> <p>To produce two questionnaires, one for the Physicians (to be sent to the Colorectal chair) and one for the Microbiologists.</p>	N Todd	01/11/07

3. Matters arising			
Log No	Action	Lead(s)	Deadline
23	<p>► Safe Patient Initiative</p> <p>Update at the next meeting when Prof. Kerr present.</p>	K Kerr	27/11/07
4. Guidelines			
Log No	Action	Lead(s)	Deadline
24	<p>The group discussed making a model of shared care arrangements, addressing bed capacities secondary to this.</p> <p>To set up a meeting to produce these guidelines.</p>	N Todd & G Thomson	20/11/07
4.1. Septrin Prophylaxis			
Log No	Action	Lead(s)	Deadline
25	To confirm with Dr N Young if the LTHT Septrin Prophylaxis guidelines will be ready for circulation prior to the next meeting.	G Thomson	27/11/07
26	To feedback and discuss the guidelines at the next meeting.	N Young	27/11/07
4.2. Invasive Fungal infections (IFI)			
Log No	Action	Lead(s)	Deadline
27	To circulate the LTHT Invasive Fungal Infection Guidelines before next meeting so that they can be discussed.	R Hobson	20/11/07
28	To find out the availability of CT scans at Cardiff or the Royal Free (are they 7 days a week?)	R Hobson	27/11/07
4.3. Febrile Neutropenia policy			
Log No	Action	Lead(s)	Deadline
29	To write again to Dr R Patmore, Chair YCN and HYCCN Haematology Group asking for a Clinical Oncologist willing to join the sub-group to produce a specification on Febrile Neutropenia.	N Todd	17/11/07
30	<p>The group proposed in the meeting held on 16/05/2007, that they would produce a YCN Specification for the Management of Patients with Febrile Neutropenia. This is in progress at present.</p> <p>To feedback on the specification and on the progress of the new sub-group at the next meeting.</p>	T Collyns	27/11/07
5. Work Programme			
Log No	Action	Lead(s)	Deadline
31	To circulate the updated Work Programme round the group so that it can be discussed fully at the next meeting	N Todd & G Thomson	30/09/07

5. Work Programme			
Log No	Action	Lead(s)	Deadline
32	<p>Currently the group has no Vice-Chair. Members present were asked if any of them would take on the role.</p> <p>To contact all members of the group to see if any would be interested in becoming the Vice-Chair.</p> <p>Once a Vice-Chair has been elected a meeting should be set up with the Lead Team, Chair and Vice-Chair to discuss the Work Programme.</p>	N Todd & G Thomson	06/10/07
6. Audit			
Log No	Action	Lead(s)	Deadline
33	<p>Prof. Kerr gave a brief update to the network office prior to the meeting. In the absence of Prof. Kerr the discussion on audits will be deferred to the next meeting.</p>		
6.1. Hickman Lines Audit update			
Log No	Action	Lead(s)	Deadline
34	<p>Prof. Kerr agreed in the meeting held on 16/05/2007, to contact Ms K Kozłowska to discuss taking this work forward through the Chemotherapy Nurses Group. This action has not been carried out and will follow through till next meeting.</p>	K Kerr	27/11/07
35	To feedback on progress at the next meeting.	K Kerr	27/11/07
6.2. Safe Eating Guidelines - Audit update			
Log No	Action	Lead(s)	Deadline
36	<p>Ms Midgley has been contacted with regards to the completion of the Safe Eating guidelines audit and has informed us that it is in progress.</p> <p>To find out if the audit has been completed for the next meeting.</p>	G Thomson	27/11/07
37	<p>Prof. Kerr is awaiting a response to the letter he sent to Prof Hunter regarding the national guidance on safe drinking water.</p> <p>To feedback at the next meeting.</p>	K Kerr	27/11/07

Date of Next Meeting(s)

Tuesday 27th November 2007 10:00 am
 YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital