

**Actions of the meeting held on
Tuesday 09 September 2008, 10:00**

Yorkshire Cancer Network

Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Present:

A Rajgopal	Calderdale and Huddersfield NHS Foundation Trust
Prof K Kerr	Harrogate and District NHS Foundation Trust
Dr N Todd (Chair)	York Hospitals NHS Foundation Trust
Miss L Carroll	Yorkshire Cancer Network

Apologies

Dr T Collyns, Mr S Duffy, Dr P Godwin, Dr R Hobson, Dr L Munro, Ms P Riordan, Mr B Tinkler, Dr N Young

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
14	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 Group Membership			
Log No	Action	Lead(s)	Deadline
15	Mr Duffy sent a letter to Ms Maria Hayes, Cancer services Manager regarding representation from Mid Yorkshire at the meetings. Ms Susan Walker, Director of Infection Prevention and Control has discussed this with members of the Mid Yorkshire Infection prevention and Control committee to decide who would be the most appropriate person to attend the meetings. Confirmation on who will attend the meetings is being awaited. To email Ms Walker for an update.	L Carroll	Review 26/11/2008
16	Members felt it would be beneficial to amend the ToR to state that there must be a minimum of 6 confirmed attendees for a meeting to commence. The importance that members confirm their attendance to meetings at least one week prior was emphasised. To amend the ToR.	L carroll/N Todd	16/09/2008
3.2 Vice Chair			
Log No	Action	Lead(s)	Deadline
17	No nominations for Vice Chair had been received. Mr Todd agreed to approach individuals who may be interested and feedback at the next meeting.	N Todd	26/11/2008
3.3 Streptococcus bovis Questionnaire			
Log No	Action	Lead(s)	Deadline
18	It was agreed that the Streptococcus Bovis microbiologist questionnaire should be sent to the Service Lead for completion within a month. Mr Todd to send Miss Carroll a covering letter with names for circulation.	N Todd	16/09/2008

3. Matters arising			
3.3 Streptococcus bovis Questionnaire			
Log No	Action	Lead(s)	Deadline
19	<p>It was agreed that the Steptococcus Bovis Endoscopy questionnaire should also be circulated with a one month deadline.</p> <p>Miss Carroll to confirm with Mr Duffy if there is a Lead Endoscopist for each Trust or whether it would be more appropriate to send the questionnaire to the Microbiologist to pass onto the appropriate colleague.</p>	L Carroll	16/09/2008
4. Guidelines			
4.1 Septrin Prophylaxis			
Log No	Action	Lead(s)	Deadline
20	<p>The Septrin Prophylaxis guidelines are in draft it is anticipated these will be finalised by the next meeting.</p> <p>To contact Dr Young for an update.</p>	N Todd	16/09/2008
4.2 Invasive Fungal infections (IFI)			
Log No	Action	Lead(s)	Deadline
21	<p>The proposed generic flow-chart for selection of antifungal therapy in adult haemato-oncology patients was tabled.</p> <p>As no comments had been received members felt this should be circulated once more. This will then be discussed at the next meeting and formally agreed.</p> <p>As part of the discussion at the next meeting members felt they should consider re classing AML.</p> <p>To circulate the paper with the Action Log and add to the agenda of the next meeting.</p>	L Carroll	26/11/2008
4.3 Febrile Neutropenia policy			
Log No	Action	Lead(s)	Deadline
22	<p>Dr Todd agreed to ask Dr Collyns for an update on the progress of the Febrile Neutropenia policy.</p> <p>Members felt it was not necessary to have a prescriptive policy but would be more beneficial to have a high level pathway with quality criteria.</p>	N Todd	Review 26/11/2008
5. Hickman Lines Audit update			
Log No	Action	Lead(s)	Deadline
23	<p>Dr Todd and Dr Kerr have spoken about the possibility of undertaking prospective audit on hickman line infection rates. It was suggested that this audit is undertaken for 6 months in smaller units and 3 months in Leeds.</p> <p>Dr Kerr to propose definitions that can be collected on a draft protocol for circulation prior to the next meeting.</p>	K Kerr	26/11/2008
6. Educational Event			
Log No	Action	Lead(s)	Deadline
24	<p>Rosemary Barns from Cardiff has confirmed that she is happy to speak at the YCN Infection Educational Event.</p> <p>To provisionally hold a date with the Pavilions of Harrogate for the YCN Infection Group Educational Event.</p>	L Carroll	Review 26/11/2008

Date of Next Meeting(s)

Wednesday 26th November 2008 10:00 am
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Tuesday 28th April 2009 9:15 am
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Educational Event]