

**Actions of the meeting held on
Wednesday 09 June 2010, 10:00**

Yorkshire Cancer Network

Seminar Room, First Floor, Paul Sykes Centre, SJUH

Present:

Dr P Godwin	Airedale NHS Foundation Trust
Dr T Collens	Leeds Teaching Hospitals NHS Trust
Dr N Young	
Dr N Todd (Chair)	York Hospitals NHS Foundation Trust
Mrs C Irving	Yorkshire Cancer Network

Apologies

Mrs K Bashir, Dr G Cook, Dr A Hale, Dr C Hall, Dr L Munro, Dr S Musaad, Dr B Phillips, Dr G Smith

3. Matters arising			
3.1 Adult Oncologist representation			
Log No	Action	Lead(s)	Deadline
1	The group discussed and agreed the importance of having Adult Oncologist representation on the group. Tim Collens agreed to ask Geoff Hall if he would be willing to take on this role and is to inform Clair Irving of the outcome.	T Collens	10/11/2010
3.2 Streptococcus bovis Questionnaire			
Log No	Action	Lead(s)	Deadline
2	Neil Todd agreed to send the list of Microbiologists and Lead Endoscopists in each Trust to Clair Irving in order for the questionnaires to be distributed.	N Todd	ASAP
3	Clair Irving is to amend the questionnaires to include an option to show the organisation and to read 'strep bovis group'.	C Irving	ASAP
4. Guidelines			
4.1 Septrin Prophylaxis policy - to finalise			
Log No	Action	Lead(s)	Deadline
4	Nicola Young informed the group that she is still working on this policy. Members discussed the regular use of prophylaxis in certain regimes where it is highlighted as unclear due to the lack of evidence based studies. It was suggested that this is looked at a National level, writing to NICE to request that this is reviewed. Nicola Young is to finalise the policy and send to Clair Irving before 14th July 2010.	N Young	14/07/2010
5	Members agreed to finalise the policy before the next meeting via email.	All	30/08/2010
6	Clair Irving is to upload onto the web once this has been agreed.	C Irving	14/09/2010

4.2 Invasive Fungal infections (IFI) - to finalise			
Log No	Action	Lead(s)	Deadline
7	<p>Members were informed that Sahah MUSAAD has sent a final updated version of the guidelines.</p> <p>Clair Irving is to circulate the final draft to the Haematology group if not already done so.</p> <p>Provided there are no further comments after two weeks this has been agreed to be signed off by the group and uploaded to the web.</p>	C Irving	31/07/2010
8	Neil Todd is to contact Phillip Melling regarding hosting a database on the method of diagnosis and proven cases of PCP.	N Todd	12/11/2010
4.3 Febrile Neutropenia policy - to finalise			
Log No	Action	Lead(s)	Deadline
9	<p>The group discussed the updated version of these guidelines and discussed a couple of minor amendments to be made as well as including a summary.</p> <p>Tim Collyns to send the final version to Clair Irving.</p>	T Collyns	30/06/2010
10	Clair Irving to make this available on the web, informing the leads from each Trust that this is now available to download.	C Irving	14/07/2010
5. Hickman Lines Audit update			
Log No	Action	Lead(s)	Deadline
11	<p>The group discussed in detail the criteria for audit. Members decided that the audit would start with Nurse Specialists collecting adult haematology patient data and would look at rolling this out to oncology once established.</p> <p>Members emphasised the importance of all Trusts being encouraged by the Network to monitor their complication rates so that this is built in as a quality indicator.</p> <p>Clair Irving to find out if the Network have a Hickman lines policy.</p>	C Irving	12/11/2010
12	Neil Todd is to write a proposal for the criteria of the audit and agreed circulate this to the group before the next meeting.	N Todd	12/11/2010
6. NCAG Action Plan			
Log No	Action	Lead(s)	Deadline
13	<p>Members discussed how best to become involved with implementing the infection element of the NCAG action plan. Specifically, a febrile neutropenia policy and pathway is to be agreed at Network level.</p> <p>Clair Irving to inform Neil Todd who is the chair of the NCAG group in order for this group to look at how they can dovetail into this work.</p>	C Irving	ASAP
14	All members agreed to send in their individual Trust policies to Neil Todd.	All	12/11/2010

7. Educational Event - discuss potential theme, items & date			
Log No	Action	Lead(s)	Deadline
15	<p>Members agreed that the next event is to be scheduled in May 2011 at the Pavillions of Harrogate with the aim to look at cases in the morning session, focusing on topics in the afternoon.</p> <p>Topics the group discussed included oral health, chemotherapy induced diarrhoea, Hickman line bacterial infections and care, fungal infections, virological issues, EBV in the eye as well as the NCAG report.</p> <p>Neil Todd agreed to draft a programme and to send to Clair Irving which is to be finalised at the next meeting.</p>	N Todd	ASAP
16	Clair Irving to look at reserving a date for the event.	C Irving	ASAP
8. Work programme - for discussion/agreement			
Log No	Action	Lead(s)	Deadline
17	Members agreed to send any changes to the work programme to Neil Todd in order that this is formally signed off at the next meeting.	All	12/11/2010

Date of Next Meeting(s)

Wednesday 10th November 2010 10:00am
 Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital