

Actions of the meeting held on
Wednesday 10 November 2010, 10:00

Yorkshire Cancer Network

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

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

Apologies

Dr C Hall, Dr L Munro, Dr S Musaad, Dr B Phillips, Dr G Smith

1. Welcome & apologies			
Log No	Action	Lead(s)	Deadline
18	Neil Todd welcomed everyone to the meeting and apologies were noted.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
19	The action log from the last meeting was agreed to be a true record.	N/A	N/A
3. Matters arising			
3.1 Adult Oncologist representation			
Log No	Action	Lead(s)	Deadline
20	Tim Collens informed the group that he has emailed Geoff Hall to invite him to join the group. Tim Collens agreed to pursue gaining Adult Oncologist representation on behalf of the group.	T Collens	01/03/2011
3.2 Streptococcus bovis Questionnaire			
Log No	Action	Lead(s)	Deadline
21	Neil Todd informed the group that the list of Microbiologists and Lead Endoscopists have now been sent to Clair Irving. Clair Irving to circulate the questionnaire.	C Irving	ASAP
3.3 PCP database			
Log No	Action	Lead(s)	Deadline
22	Neil Todd informed the group that Philip Melling, YCN Information Manager has agreed to host a PCP database providing that the data is anonymised. Members discussed if to include clinically suspected cases as well as proven ones. It was agreed that only laboratory confirmed cases would be captured by Microbiologists. Neil Todd contact Nicola Young with respect to designing a basic data sheet to include a list of relevant information to be captured.	N Todd	01/03/2011
23	To agree the data set at the next meeting.	All	01/03/2011

3. Matters arising			
3.3 PCP database			
Log No	Action	Lead(s)	Deadline
24	Neil Todd is to approach Philip Melling to enquire if the database could be web-based.	N Todd	01/03/2011
4. Guidelines			
Log No	Action	Lead(s)	Deadline
25	<p>► Invasive Fungal Infection guidelines</p> <p>Members noted that following wider circulation of the guidelines following the last meeting, suggestions were received from Hull and taken into consideration.</p> <p>Clair Irving to contact Sahah Mussad for the final version to put on the YCN web.</p>	C Irving	ASAP
4.1 Septrin Prophylaxis policy - to finalise			
Log No	Action	Lead(s)	Deadline
26	<p>Neil Todd informed the group that these guidelines are now close to completion.</p> <p>Neil Todd is to contact Nicola Young following the meeting to request a copy of the final version.</p>	N Todd	ASAP
5. Hickman Lines Audit update			
Log No	Action	Lead(s)	Deadline
27	<p>Neil Todd tabled a draft document containing initial proposals for the Hickman line BSI surveillance measure. In previous meetings the group have agreed that a common measure for Hickman line associated blood stream infection would be a useful quality measure to compare performance within haematology units across the Network.</p> <p>Clair Irving is to circulate the first draft for comments from the group.</p>	C Irving	ASAP
28	<p>A group discussion followed and suggestions were made for its refinement.</p> <p>Neil Todd to amend the proposal and is to re-circulate to the group for further comment.</p>	N Todd	ASAP
29	<p>It was noted that the YCN Chemotherapy group have recently finalised guidance for the management of central venous access devices. This is now available on the YCN website.</p> <p>Clair Irving to circulate this to the group with the action log.</p>	C Irving	09/12/2010

6. NCAG Action Plan			
Log No	Action	Lead(s)	Deadline
30	<p>Members were informed of the upcoming YCN Acute Oncology event which is to be held on Friday 10th December 2010 at the Pavilions of Harrogate. The aim of this is to understand a range of issues with the implementation of acute oncology and the NCAG recommendations, to help develop and debate the issues associated with acute oncology and to identify the work streams to be taken forward at Network level.</p> <p>Neil Todd agreed to attend the event on behalf of the group and is to feedback at the next meeting.</p>	N Todd	01/03/2011
31	<p>Members discussed the need for fleshing out what an acute oncology service pathway should look like. It was noted that Leeds now have dedicated acute oncology wards.</p> <p>Members are to investigate how acute oncology service delivery is being implemented in their Trusts and are to feedback at the next meeting.</p>	All	01/03/2011
7. Educational Event			
Log No	Action	Lead(s)	Deadline
32	<p>Neil Todd tabled a draft programme detailing proposed topics and speakers for the event which members present discussed in detail.</p> <p>Neil Todd is to approach the speakers discussed at the meeting for agreement and is then to send a final draft programme to Clair Irving for wide circulation and promotion of the event.</p>	N Todd	ASAP
33	<p>Members agreed that the educational event would be held in June 2011 at the Pavilions of Harrogate on either a Friday or Tuesday.</p> <p>Clair Irving is to reserve dates and to advise Neil Todd.</p>	C Irving	ASAP
34	Tim Collyns is to approach trainees to present on specific case studies.	T Collyns	ASAP
35	Paul Godwin agreed to approach the Chemotherapy Nurses to ask if one of them would be willing to speak on the Central Line Guidelines.	P Godwin	ASAP
36	Tim Collyns is to approach an Oncologist to ask if someone would be willing to speak on chemotherapy associated diarrhoea in patients.	T Collyns	ASAP
8. Work Programme			
Log No	Action	Lead(s)	Deadline
37	Neil Todd is to edit the Work Programme and sent to Clair Irving for final circulation for comments.	N Todd	ASAP
9. To discuss change of Chairmanship			
Log No	Action	Lead(s)	Deadline
38	<p>Neil Todd informed members that he would be stepping down as Chair and that Sahah Musaad would take over this role.</p> <p>Volunteers for Vice Chair were welcomed, however Neil Todd offered to become Vice Chair should no-one come forward.</p> <p>Clair Irving to amend the membership details accordingly.</p>	C Irving	ASAP

9. To discuss change of Chairmanship			
Log No	Action	Lead(s)	Deadline
39	Any member wishing to send a nomination for Vice Chair are to email Clair Irving.	All	ASAP
10. Any Other Business			
Log No	Action	Lead(s)	Deadline
40	▶ Febrile Neutropenia Policies All are to send their Trust Policies to Neil Todd.	C Irving	ASAP
41	▶ YCN Policies Neil Todd informed the group that there are two policies which require review on the YCN web which are: Policy for the Prevention and Control Of Varicella-Zoster Infections and Provision of Safe Drinking Water for Cancer Patients with Immunocompromise. Neil Todd to contact the persons who originally wrote the guidelines and ask them to review these.	N Todd	ASAP
11. Date and Time of 2011 Meetings			
Log No	Action	Lead(s)	Deadline
42	Members are to note the dates and times of the 2011 meetings and are to update their diaries accordingly.	All	ASAP

Date of Next Meeting(s)

Tuesday 1st March 2011 10:00am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 20th July 2011 10:00am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 17th November 2011 10:00am
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital