

YORKSHIRE CANCER NETWORK

Infection Group

Minutes of the meeting held on
Wednesday 10th September 2003, 2.00pm
Radiology Seminar Room, 2nd Floor, Trust HQ, St James's University Hospital

Present:	Dr B Crosse	Calderdale & Huddersfield NHS Trust
	Dr K Kerr (Chair)	Harrogate Health Care NHS Trust
	Dr R Hobson	Leeds Teaching Hospitals NHS Trust
	Ms C Porter	
	Ms S Whitely	
	Dr N Young	
	Dr N Todd	York Health Services NHS Trust
	Professor M Baker	Yorkshire Cancer Network
	Miss H Lamb	
	Mr B Tinkler	

1. Welcome and apologies

Dr Kerr welcomed the Yorkshire Cancer Network Team to the meeting. Introductions were made by those present.

Apologies were received from Dr R Barton, Dr T Collyns, Ms K Howell, Dr J Minton and Dr G Smith

2. The Infection Development Group within the Yorkshire Cancer Network

- **Modus Operandi**

Mr Tinkler, Lead Manager for the Yorkshire Cancer Network gave an overview of the role, responsibilities and organisation of the Yorkshire Cancer Network.

Professor Baker highlighted that the Network has begun to adopt groups which have grown out of the Leeds Cancer Centre function but which clearly have an impact on cancer services across the Network.

The basic principles of Network groups are that they cover a matrix of geographical and professional coverage. The Network also helps make interaction with other clinical and strategy groups.

Mr Tinkler referred to the Yorkshire Cancer Network website www.yorkshire-cancer-net.org.uk, which contains details of all site-specific, and strategy Network Groups, including minutes, agendas and guidelines.

Action: Yorkshire Cancer Network organisation and structure diagram to be circulated with the minutes.

- **Membership/ Terms of reference/ strategic plan**

Dr Kerr explained that currently the Infection Group has a very Leeds based membership, as the group has been adopted by the Network the membership should extend to include representation from other Units.

Mr Tinkler explained that the Network encourages primary care representation on all groups. The Network is developing a User Group who are currently looking at which groups they can support.

A discussion followed and the group agreed that representation from more clinical staff should be encouraged.

The group felt that it was important to have terms of reference as currently none exist.

Professor Baker explained that there is a set of standards for all Network Groups, which are currently being revised. The standards are specifically designed for site-specific groups but the principles for service groups are exactly the same. The standards could be adopted for the Infection group.

Action: Mr Tinkler to write to each of the Lead Managers across the hospital trusts to nominate microbiologists involved in the treatment of cancer from the Units and microbiology sub-specialities from the Centre.

Standards to be circulated to the group with the minutes.

- **Dissemination of policies and guidelines**

Dr Kerr highlighted that the group has produced various sets of guidelines and policies, which need to be disseminated across the Network for agreement and implementation.

Mr Tinkler explained that guidelines could be circulated to all Network Group Chairs. Once guidelines and policies have been agreed they are also displayed on the Yorkshire Cancer Network website.

**Action: Dr Kerr to supply copies of guidelines and policies to Miss Lamb.
Mr Tinkler to write to Network Chairs with a list of all the policies for agreement.**

The venue for future meetings was also discussed. It was agreed that future meetings would be held at Arthington House Conference Suite, Cookridge Hospital.

The Group formally known as Infection Development agreed to be renamed as the Yorkshire Cancer Network Infection Group.

Professor Baker confirmed that the normally Network Group Chairs rotate every 2 years between a representative from the Centre and a representative from the Unit.

3. Minutes from the last meeting

These were agreed as being an accurate record.

4. Matters arising from the last Cancer Centre meeting

4.1 Potable water for cancer patients

Dr Kerr had sent the portable water guidelines to Professor Hunter at the East Anglia Medical School who is responsible for providing national advice on portable water for vulnerable patients.

Dr Kerr reminded the group that Dr Leahy had suggested that the patient information leaflet should be passed onto the Oncology Information Group for approval.

Mr Tinkler highlighted that a copy of the leaflet should also go to the YCN User Partnership Group for discussion.

Action: Dr Kerr to forward a copy of the information leaflet to Mr Tinkler.

4.2 New Cancer Block at SJUH (see agenda item 5)

4.3 Febrile Neutropenia Guidelines

Dr Kerr explained that the first Febrile Neutropenia Guidelines meeting was cancelled. Another meeting will be arranged as soon as possible.

Action: Dr Kerr to reconvene meeting

4.4 Dietary advice for neutropenic patients

Dr Kerr explained that he had written to Andrea Hildred, Catering Manager about joining the sub group. No response had been received.

The group was unsure if Nigel Shaw had asked Evelyn Ward to join the sub group.

Dr Young highlighted that Gordon Cook has produced some guidelines, which would be useful starting point.

After discussion the group agreed to pull together dietary policies which have been developed in the units and to seek an expression of interest in developing the work on a Network basis.

Action: Information to Dr Kerr and subsequent discussion at next meeting.

4.5 Oral Hygiene for Cancer Patients

Dr Kerr had written to Professor Duggal and Sharon Kelly of the Leeds Dental Institute for input into the oral hygiene guidelines. No response had been received.

Dr Young highlighted that Gordon Cook has produced some guidelines, which would be useful starting point.

Mr Tinkler suggested informing Dr C Coyle, Chair of the YCN Head and Neck Group of the guidelines.

The group agreed to pull together oral hygiene policies, which have been developed in the units and to seek an expression of interest in developing the work on a Network basis.

Action: Information to Dr Kerr and subsequent discussion at next meeting.

4.6 Education meeting (see agenda item 7)

5. The new cancer block SJUH – infection related issues

Ms Porter updated the group on the new cancer block SJUH (Cookridge Wing) and the PFI procedure.

Following discussion the group agreed the following infection related concerns associated with the Cookridge Wing:

- Air quality, particularly in the Intensive Care Unit.
- False ceilings.
- Water features.

Action: Ms Porter to take back the concerns expressed by the group.

6. Work of the sub groups

Fungal Sub group

The draft guidelines regarding Invasive Fungal Infections in Immunocompromised Haematology Patients, produced by Dr R Barton were tabled to the group for consultation.

Action: All of group to send comments to Dr Barton, Clinical Scientist in Mycology, LGI within 2 months.

Viral Sub Group

Dr Kerr explained that the viral subgroup has been relatively inactive. The group agreed to approach the subgroup with policies and guidelines to develop.

7. Educational meeting

A suggested programme for the proposed educational event was circulated to the group with the agenda.

The group agreed that the programme should include a case study session and a session to present and discuss a set of infection guidelines.

The group confirmed that the educational event would take place in spring 2004.

Mr Tinkler explained that once the speakers and the programme for the event is complete, the Network would support the administration of the event from this point forward

Action: Dr Kerr to amend programme in light of discussion.

8. International Immunocompromised Host Society

Dr Kerr highlighted that the next meeting would take place in Grenada, Spain. The society is requesting abstracts for the meeting. Further Information can be found on www.ichs.org

9. Any Other Business

- **YCN Logo**

It was agreed that the Yorkshire Cancer Network logo could be used to label posters, which are produced by the Infection Group.

10. Date of next meeting

**Friday 12th December 2003, 2.00pm
Arthington House Conference Suite (map enclosed)**