

YORKSHIRE CANCER NETWORK

Head & Neck Group Meeting

Minutes of the meeting held on
Monday 7th November 2005, 1.30pm – 3.30pm
Room1, YCRN Conference Suite, Cookridge Hospital

Present:	Ms S Cost Mr P M McCann	Bradford Teaching Hospitals NHS Foundation Trust
	Mr D Martin-Hirsch	Calderdale & Huddersfield NHS Trust
	Ms S Cameron Dr C Coyle (Chair) Ms T Feber Mr T K Ong Mr H Peach Dr M Sen Ms K Stromberg	Leeds Teaching Hospitals NHS Trust
	Ms C Brook	NYCRIS
	Ms S Fisher	University of Leeds
	Mr P Whitfield Ms B Davis	York Hospitals NHS Trust
	Miss L Carroll Mr B Tinkler Mr P Melling	Yorkshire Cancer Network

1. Welcome and apologies for absence

Apologies were received from Prof M Baker, Mrs H Cruickshank, Mr R Duffell, Mr D Mitchell, Mr D Sutton and Mr S Worrall.

2. Minutes of last meeting

The minutes were agreed as being an accurate record.

3. Matters arising

• Management of Head and Neck Sarcomas

The paper 'Proposal for Management of Head and Neck Sarcomas' has been amended to reflect the recent changes in leadership prior to recirculation. Mr Whitfield said he will ensure Dr Miller receives this draft for final comments. Mr Spencer, Chair, Mid Yorkshire NHS Trust Imaging Group, has agreed to take forward imaging. If the Sarcoma Group is in agreement the implementation of these guidelines can commence.

4. Head and Neck Melanoma

Dr Coyle introduced and welcomed Mr Peach, Consultant Plastic Surgeon, LTHT to the group. Mr Peach informed members of work being undertaken to produce a strategy for the referral of melanoma patients. He highlighted the importance that primarily the surgical management of head and neck melanoma patients is within the confines of the site specific MDT however emphasised the importance of these cases being brought to the attention of the melanoma MDT. This will enable the pathology to be reviewed (as stated in the guidelines) and give the opportunity for patients eligible for trials to be put forward. He summarised how this process would take place and informed members of trials currently being undertaken. Dr Coyle highlighted the implications of this process for Leeds patients. After an in-depth discussion Dr Coyle said they need to consider how patients who have had neck dissection and with specific parameters i.e. a tumour more than 3 cm, multiple nodes are fed into this process. Mr Peach said he will discuss this further with

relevant colleagues and will inform local teams that these patients need to be considered for radiotherapy and referred to the head and neck MDT.

Mr Peach tabled and discussed the 'Radiotherapy for Cutaneous Malignant Melanoma: Rationale and Indications' paper supplied by the British Library "The Worlds Knowledge", Jan 2004. He referred members to the summary paper he had produced for radiotherapy for melanoma. Mr Peach agreed to write to the head of local MDTs to explain the process discussed.

ACTION: Mr Peach to write to head of local MDTs

5. YCN Head and Neck IOG Action Plan

Mr Tinkler ensured members had received a copy of the Head and Neck Action Plan submitted to the DoH and thanked members for their feedback. Although a formal response from the CAT is being awaited it is anticipated this will be accepted. Further discussions need to take place regarding forming a Thyroid Cancer Sub-group and the difference between NYCRIIS and the specialist MDT data for head and neck cancer cases must be addressed.

Ms Brook, Information Service Manager, NYCRIIS summarised how NYCRIIS collect their information. She tabled and summarised the draft 'Fact Sheet, Incidence, Morbidity, Treatment and Survival'. Mr Tinkler asked members to consider joint work that can be undertaken to identify the gaps. Comments on the fact sheet are to be sent to Ms Brook by 11th November 2005. Ms Brook agreed to send Dr Coyle more detailed information (to include individual consultants).

Mr Whitfield highlighted that there are guidelines within the Skin Cancer Guidelines on the Clinical Management of Melanoma cases.

Following this meeting Sarah Cameron has informed the Network that on page 3 of the Action Plan under ongoing audit, the audit of enteral feeding is actually awaiting sponsorship from Fresenius Kabi and won't go ahead unless this is awarded. If an award is granted, this study will be undertaken.

ACTION: Ms Brook to send Dr Coyle more detailed information

6. Peer Review Update

- Draft Head and Neck Quality Measure for Peer Review

Dr Coyle reported that the Peer Review Visit for assessing the Head and Neck Quality Measures has been postponed until 2007.

7. Calderdale & Huddersfield feedback

There was no official notification regarding the proposed amalgamation of Calderdale ENT into the Bradford MDT however Mr Hirsch has been given a time table to attend the Bradford MDT from January 2006. The group expressed their hope this would not slip back again.

8. Cancer Waiting Times

Members evaluated and discussed the data and reasons for breaches for the latest CWT data circulated with the agenda.

Mr Melling informed members that 31 day target needs to be met for 98% of patients and the 62 day target for 95% of patients. These targets go live from the beginning of December 2005. He explained that CWT data (Priority Tracking Lists) are submitted to the DoH on a weekly basis.

Dr Coyle reported on the work being undertaken to reduce the radiotherapy waiting times at Leeds noting they are currently looking at streamlining the head and neck pathways.

9. YCN Head & Neck Guidelines

Dr Sen has agreed to co-ordinate the review of the YCN Head and Neck Guidelines and encouraged contribution from colleagues. The draft amended version will be circulated for comments prior to formal adoption by the group.

10. Progress on Network Audits

- DAHNO

A DAHNO workshop day event is taking place in January 2006. Recent modifications to the system now enables Network level reports to be produced and Mr Melling will be seeking authorisation from each MDT to allow him access to these.

- Hypopharynx

Miss Carroll agreed to write to Mr Liddington to ask for an update on the Hypopharynx Network audit.

ACTION: Miss Carroll to write to Mr Liddington regarding the Network audit.

11. YCN Cancer Event Server

Mr Melling ensured members had received the YCN Cancer Event Server paper circulated with the agenda. This is a web based database that enables those Trust involved in the patient pathway to view their records regardless of geographical location. It is anticipated this will be launched at the end of 2005.

12. Network Educational Event

The YCN Head and Neck education event is taking place on Friday 11th November 2005, at the Pavilions of Harrogate, Great Yorkshire Showground.

Dr Coyle informed colleagues of discussions that have taken place regarding holding a half day event on communication skills (communicating choice and risk) in conjunction with Palliative Care. This event will be for Leeds colleagues and if successful could be undertaken in Bradford and York. Members felt it would be beneficial for a representative from Bradford and York could attend.

13. Chair of the Group

Dr Coyle highlighted that her time as Chair of the group had come to an end. Mr Ong was elected as the new Chair and Dr Coyle agreed to support him in his role and lead on the completion of work already commenced. Miss Carroll agreed to email members to ask for nominations for a Vice Chair.

ACTION: Miss Carroll to email members to ask for nominations for a Vice Chair

14. Any other business

Ms Feber reported that the Specialist Network group (AHPs) met in October 2005 and have agreed to undertake work on the quality measures for Peer review in small sub-groups.

Ms Feber tabled the draft YCN Head and Neck Rehabilitation Plan and asked colleagues to send her any comments by email.

Ms Davies confirmed that the Speech and Language Therapist at Bradford and York can attend future meetings.

The membership and ToR for the group will be reviewed at the next meeting.

15. Dates for 2006 meetings

Wednesday 8th March

Monday 26th June

Monday 16th October

All meetings will start at 1.30pm and take place at Room 1, YCRN Conference Suite, Ida Nurses Home, Cookridge Hospital