

# YORKSHIRE CANCER NETWORK

## Head & Neck Group Meeting

Minutes of the meeting held on  
**Monday 8<sup>th</sup> March 2006, 1.30pm – 3.30pm**  
Room1, YCRN Conference Suite, Cookridge Hospital

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Present:	Ms S Cost Mr D Sutton Ms I Cliffe	Bradford Teaching Hospitals NHS Foundation Trust
	Ms S Cameron Dr C Coyle Mr TK Ong (Chair) Ms C Riley Ms K Stromberg	Leeds Teaching Hospitals NHS Trust
	Ms J Hoole	Mid Yorkshire Hospitals NHS Trust
	Mrs Sheila Fisher	University of Leeds
	Mr A Nicolaidis Mr P Whitfield Ms B Davis Ms R Wallace	York Hospitals NHS Trust
	Mr S Duffy Mrs H Ryan Mr B Tinkler	Yorkshire Cancer Network
	Ms F Murad Ms C Sleigh	Yorkshire Cancer Research Network

### 1. Welcome and apologies for absence

Apologies were received from Mr M Lansdown, Mr Z Makura, Mr D Martin-Hirsch, Mr P Melling, Mr D Mitchell, Mr S Sood, Mr J Woodhead and Mr S Worrall.

### 2. Minutes of last meeting

Item 14, any other business, points 1 and 2 should have referred to Ms Cost and not Ms Feber and point 3 should have referred to Ms Stromberg and not Ms Davies. With these amendments the minutes were agreed as being an accurate record.

### 3. Matters arising

#### • Head and Neck Melanoma

At the last meeting Mr Peach agreed to write to the head of the local MDT's regarding the process for radiotherapy for melanoma, the group was unsure if this had been actioned.

**Action: Mr Ong to contact Mr Peach for an update.**

#### • Progress on Network Audits

Following the last meeting Dr Coyle wrote to Mr Liddington for a formal update on the progress of the Network Hypopharynx Audit, Mrs Ryan confirmed that no response had been received from Mr Liddington.

Mr Ong agreed to contact Mr Liddington and asked the group to forward to him any suggestions for viable Network audit proposals to be discussed at the next meeting.

**Action: Mr Ong to contact Mr Liddington.**

**All to forward Network audit proposals to Mr Ong for discussion at the next meeting.**

- **Vice Chair**

Mr Ong explained that no nominations have been received for Vice Chair of the group. Mr Ong highlighted the importance of electing a Vice Chair for the group. He also stressed the need for a balance representation from as many specialities as possible.

**Action: Mrs Ryan to circulate nomination form for Vice Chair.**

#### **4. Head and Neck IOG Action Plan**

Mr Tinkler highlighted that the final YCN Head and Neck IOG Action Plan was submitted to the Department of Health at the end of October proposing a three specialist MDT, four operating Trust model. A response was received from the Cancer Action Team on 3<sup>rd</sup> February, and circulated to the group prior to the meeting. The Cancer Action Team recognised the strength of services within the Network and the priority in investments in supportive and rehabilitative care.

However they asked the Network to review plans and consider two options [1] establish two specialist MDTs over the next 5-8 years or [2] a maximum of 3 specialist MDT's if volumes of work can be reasonably evenly distributed at each of these sites. Additionally they asked we ensure that all major surgery transfers to the main In-Patient surgical sites during the next 3 years.

An in-depth group discussion followed regarding the response from the Cancer Action Team. The YCN Head and Neck Group agreed to proceed with an option appraisal of the proposals over the next six months, this will then be subject to the Network Board approval mechanism for Improving Outcomes Guidance.

**Action: Mr Tinkler to reply to the Department of Health by the end of March 2006 acknowledging their response and confirming that the YCN Head and Neck Group will proceed with an option appraisal.**

**Mr Tinkler to liaise with Mr Ong regarding option appraisal working group.**

#### **5. Cancer waiting times**

Mr Tinkler summarised the latest cancer waiting times data which was circulated to the group with the agenda.

Mr Duffy highlighted that the group should consider how best to use the cancer waiting times information in terms of service improvement processes and pathways.

A discussion followed regarding service improvement. It was agreed to identify the Service Improvement Leads at each of the Trust MDT's across the Network.

Dr Coyle suggested for members of the group to visit the different MDT's across the Network to share areas of good practice and improvement.

**Action: Mrs Ryan to circulate 10 high impact changes for cancer services document with the minutes.**

**Mr Ong to clarify each of the Service Improvement Leads at each of the Units.**

#### **6. YCN Head and Neck Guidelines**

Dr Coyle is in the process of updating the guidelines and encouraged contribution from colleagues particularly on changes in surgical practice.

## **7. Communication skills educational session**

Dr Coyle reminded the group that the Communication Skills Study Day will take place on Monday 20<sup>th</sup> March at 2.00pm. Dr Coyle encouraged everyone in the Leeds MDT and a representative from York and Bradford MDTs to register. If the event is successful it will be rolled out to Bradford and York MDT's.

## **8. Timing of future meetings – rolling dates**

Mr Ong suggested introducing a rolling date for future YCN Head and Neck Group meetings to ensure as many members as possible are involved in the group meetings.

It was agreed to maintain the date of the next meeting and to email the group to establish dates which are most favourable for future YCN Head and Neck meetings.

Mr Whitfield emphasised the obligation for MDT Lead or their representative to attend YCN Head and Neck meetings.

**Action: Mrs Ryan to consult members on future Head and Neck Group meetings dates.**

## **9. Review of membership of the group**

Mr Ong consulted the group on the current membership. An in-depth discussion followed and it was agreed that the core membership should include the Leads for each of the professional groups within the MDT's across the Network. It was agreed that the membership should be inclusive and other colleagues involved in delivery of Head and Neck Cancer Care from across the Network would be welcome to attend meetings on an ad-hoc basis.

Mr Tinkler highlighted that the group should also include service user/ carer, primary care, and commissioning representation. Ms Cost confirmed that there two users from the Bradford locality User group would be interested in attending the YCN Head and Neck Group.

**Action: Amend terms of reference in light of membership discussion and circulate for comment.**

**Ms Cost to inform Ms Ryan of contact details of potential service users representatives.**

## **10. Any other business**

- **AHP Update**

Ms Cost asked for 'AHP Update' as a standing agenda item to every YCN Head and Neck meeting.

Ms Cost explained that the YCN Head and Neck Rehabilitation Plan has been amended taking into account the comments received and it ready for pilot. Ms Cost asked if there was funding available for printing.

Mr Tinkler confirmed that the Network would fund the initial print-run and local organisations would then be responsible for funding the re-prints.

**Action: Ms Cost to inform Mr Tinkler of the level of funds for the initial print run.**

- **CSC Head and Neck Pathway**

Ms Cost informed the group of the Head and Neck Pathway document produced by the Cancer Services Collaborative.

**Action: Ms Cost to circulate pathway to the group.**

- **Research Project**

Ms Cost informed the group of the research project regarding the investigation of employment status of patients following treatment for Head and Neck Cancer. Researchers include Ms Cost, Dr Coyle and Ms Taylor. The study pilot should commence in April and if it is successful it is envisaged that it will be extended across the Network.

**11. Date of next meeting**

**Monday 26<sup>th</sup> June 2006, 1.30pm  
at Room 2, YCRN Conference Suite, Cookridge Hospital**