

YORKSHIRE CANCER NETWORK

Head & Neck Group Meeting

Minutes of the meeting held on
Monday 26th June 2006, 1.30pm – 3.30pm
Room1, YCRN Conference Suite, Cookridge Hospital

Present:	Ms S Cost Mr D Sutton Ms L Taylor	Bradford Teaching Hospitals NHS Foundation Trust
	Ms S Cameron Ms T Feber Mr M Liddington Mr TK Ong (Chair) Ms K Stromberg	Leeds Teaching Hospitals NHS Trust
	Ms J Hoole Mr D Mitchell	Mid Yorkshire Hospitals NHS Trust
	Mrs S Fisher	University of Leeds
	Dr J Beal	West Yorkshire SHA/ Leeds PCTs
	Ms B Davis Ms E Jeffers Mr P Whitfield	York Hospitals NHS Trust
	Mr P Melling Mrs H Ryan Mr B Tinkler	Yorkshire Cancer Network
	Ms A Millett	Yorkshire Cancer Network Service Improvement Team

1. Welcome and apologies for absence

Apologies were received from Ms I Cliffe, Dr C Coyle, Mr S Duffy, Dr S Kite, Mr M Lansdown, Ms R Wallace and Mr S Worrall.

2. Minutes of last meeting

Were agreed as being an accurate record.

3. Matters arising

• Head and Neck Melanoma

Mr Peach has produced the second draft of the guidelines for the use of radiotherapy in Head and Neck Melanoma. Mr Liddington agreed to circulate them to the group for comment.

Mr Liddington highlighted that in the recent Lancet journal there was a review of the treatment of melanoma with radiotherapy; 'Dispelling the Myths Surrounding Radiotherapy for Treatment of Cutaneous Melanoma' (Lancet Oncology 2006; 7:575-83)

Action: Mr Liddington to forward draft guidelines to Mrs Ryan for circulation to the group.

• Progress on Network Audits

Mr Liddington gave brief feedback to the group on the Network hypopharynx audit and agreed to present the results at the next meeting.

Mr Liddington informed the group of a parallel study on the quality of life of those patients who had received free jejunum transfers for reconstruction.

Mr Ong proposed a Network audit of the timeliness to treatment for 2 week waits compares to non 2 weeks waits. Mr Ong agreed to produce a proposal for the next meeting

Action: Mr Liddington to present Network Hypopharynx audit at the next meeting.

Mr Ong to produce an audit proposal liaising with Mr Martin Waugh.

- **Future meeting dates**

Mr Ong informed the group of the responses received regarding preferred meeting days for future YCN Head and Neck Group meetings. It was agreed to start a rolling day timetable in 2007 on Monday, Tuesday and Thursday afternoons.

The date of the next meeting will remain as Monday 16th October 2006 and the rolling programme will start thereafter.

Action: Mrs Ryan to arrange meeting dates for 2007 on agreed rolling days.

- **Nominations for Vice Chair**

Mr Ong confirmed that no nominations for Vice Chair had been received.

Mr Mitchell proposed for a member of the YCN Head and Neck AHP Group to take on the role of Vice Chair. Ms Cost explained that the AHP's would be interested but would need full support from all group members in taking on this role. Mrs Ryan will write to all the group members to ensure they support this move.

Action: YCN Head and Neck AHP Group to discuss proposal and feedback to Mr Ong.

Mrs Ryan to circulate proposal to all group members.

- **Communication Skills educational session feedback**

The YCN Communication Skills Study Day 'Making Choices and Communicating Risk' took place on Monday 20th March. A summary of the evaluations had been circulated, however, only some members had received a copy. Mrs Ryan agreed to circulate the report to the group.

Action: Mrs Ryan to circulate report to the group.

4. YCN Head and Neck IOG Option Appraisal

At the last meeting the Group proposed that an option appraisal be prepared for submission for approval to the Network Board, Strategic Health Authority and subsequently Department of Health. The Network Board have asked that this be submitted to their meeting on 24th July 2006.

Mr Tinkler, Mr Duffy and Mr Ong met to discuss the option appraisal, following this meeting Mr Tinkler wrote to the MDT Lead Clinicians and Hospital Trust Managers, copied to the YCN Head and Neck Group, requesting identification of a preferred option from a clinical and managerial perspective together with a financial assessment of each option.

Mr Tinkler confirmed that he has received responses on the reconfiguration of head and neck services from Bradford, Leeds and York.

An in-depth group discussion followed regarding the implications on local Head and Neck Cancer (and non cancer) services and the definition of procedures to be centralised according to the IOG. There was no clear consensus reached.

Mr Tinkler asked the MDT Leads Clinicians to provide him with specific clinical questions for submission to Department of Health.

Action: Lead Clinicians to provide Mr Tinkler with specific clinical questions for submission to the Department of Health.

Mr Tinkler to feedback to YCN Board on 24th July 2006.

5. Peer Review Quality Measures

Mr Tinkler confirmed that the Head and Neck Peer Review Quality Measures have been issued as part of the Manual of Cancer Services 2004 and are available to download from CQuINS (www.cquins.nhs.uk) or via a link on the YCN website (www.ycn.nhs.uk).

Mr Tinkler asked for a group of volunteers to carry out a self assessment against the measures. The following members volunteered; Mr Ong, Ms Hoole, Ms Feber, Ms Cost, Ms Stromberg, Ms Davis and Ms Millett and it was agreed to also invite the Service Improvement Leads of each MDT.

Mr Tinkler confirmed that a Thyroid sub-group would be established and an initial meeting would be arranged for September 2006.

Action: Mrs Ryan to arrange a Head and Neck Peer Review Measures meeting.

Mrs Ryan to identify date in October for Thyroid Sub-group meeting.

6. Draft Terms of Reference

Draft terms of reference were circulated to the group with the agenda for discussion and comment. The group signed-off the terms of reference.

Action: Mrs Ryan to add terms of reference to YCN website.

7. Cancer Waiting Times

Mr Melling presented the latest cancer waiting times data to the group and a discussion followed.

- **YCN Event Server**

Mr Melling gave a demonstration of the YCN Cancer Event Server and answered member's questions.

- **Patient Discussed at MDT data**

Mr Ong highlighted that Mr Duffy, Medical Director asked for the Head and Neck Group to have a preliminary discussion on cancer data extracted from the Cancer Waiting Times national database submitted by each Trust. A document was tabled showing:

- The number and % of patients discussed at an MDT compared to the total number of cases.
- The number and % of cases discussed at an MDT pre and post first treatment.

Mr Ong asked the group to discuss the acceptable benchmark for the percentage of cancers discussed at each MDT for each tumour site and what percentage should be discussed pre/ post first treatment.

The group discussed the data. It was agreed that 100% of patients should have an MDT discussion. All the clinicians present were surprised at the inaccuracy of the data and felt that virtually 100% of new cancer patients had been discussed at their respective MDT meetings.

The group queried the data definition used in the production of the data. Mr Melling thought it is due to the local data coordinator not being clear of the exact clinical decision made and hence no entries were effected in those cases. It was agreed that each MDT Lead Clinician would check their data with their locality cancer information teams.

Action: MDT Lead Clinicians to check data locally.

8. YCN Head and Neck Guidelines

- **Clinical guidelines update**

Mr Ong had not received an update from Dr Sen.

Dr Sen had agreed to co-ordinate the review of the guidelines and identify leads to take forward specified areas of the guidance.

Action: Mr Ong to contact Dr Sen for an update.

- **Pathology Guidelines**

The Guidelines for the Examination and Reporting of Head and Neck Cancer Specimens (Including Salivary Gland Neoplasms) produced by the YCN Pathology Group (led by Dr D Gouldsbrough) were circulated to the group for comment. The group ratified the guidelines.

Action: Mr Ong to sign-off head and neck pathology guidelines on behalf of the group.

9. AHP Update

Ms Cost informed the group that a Head and Neck Patient Information Mapping Event will take place on 8th August 2006 to define a 'Network Head and Neck Cancer Patient Information Protocol'. Jane Archer, YCN Patient Information and Support Manager is working with all NSSG's/ Network Nursing Groups to develop information protocols in line with agreed pathways, to implement and audit.

The YCN Head and Neck Rehabilitation Plan is ready for pilot. The YCN agreed to fund the printing of the pilot run and initial print-run following the pilot phase.

Ms Stromberg highlighted that all pre-recruitment funding for New Oncology Wing (NOW) AHP's has been frozen. Mr Tinkler confirmed that Leeds has set up a group to look at the significant pre-recruitment costs associated with the NOW, chaired by Ms C Beardshaw. Mr Tinkler suggested contacting Kerry Jackson, Divisional Director at Leeds to discuss the process.

10. Any other business

- Dr Beal informed the group that the Department of Health has commissioned an update of the CD-ROM on oral cancer for dentists. The group were asked to email Dr Beal if they were interested in reviewing the draft CD ROM (john.beal@dh.gsi.gov.uk)

Action: All to contact Dr Beal if interested in reviewing draft CD ROM.

- Dr Beal informed the group of the Department of Health/ Cancer Research UK Mouth Cancer Awareness Campaign.
- Dr Beal confirmed that Mouth Cancer Awareness Week will take place from 12-18 November 2006. He asked the group for their comments on arranging a programme of activity across the YCN. The group already have their own local programme regularly. They agreed with this proposal and members from each locality were asked to inform Dr Beal if they were interested in being involved in the steering group.

Action: All to contact Dr Beal if interested in being involved on steering group.

11. Date of next meeting

**Monday 16th October 2006, 1.30pm
at YCRN Conference Suite, Cookridge Hospital.**