

Head and Neck Pathway Board – 6th November Minutes of Meeting

UHSM, Education and Research Centre, Seminar 7

Time: 2-4pm

| Attendance | Representation |
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| Gillian Hall | Consultant & Pathway Director CMFT |
| Hodan Noor | Pathway Manager |
| Suzi Bonington | Consultant Radiologist, Christie FT |
| Mr Andrew Baldwin | Surgeon, PAT |
| Kate Garcez | Oncologist, Christie FT |
| Debbie Elliott | Thyroid CNS, Christie FT |
| Mazhar Iqbal | Maxillo Facial Surgeon, UHSM |
| Maria Round | Macmillan Head & Neck CNS, PAT |
| Kate Hindley | CNS, SRFT |
| Miss L. Ramamurthy | Thyroid Surgeon, Stockport FT |
| Miss Susi Penney | Consultant ENT surgeon, Tameside FT |
| Apologies | |
| Professor Jarrod Homer | Consultant, CMFT |
| Mr Manu Patel | Consultant Oral Maxillo Facial Surgeon, ECFT |
| Chetan Katre | Consultant, PAT |
| Helen Doran | Consultant General Surgeon, SRFT |
| Cath Cameron | Head and Neck CNS, WWL |
| Kathleen Mais | Head and Neck Nurse Clinician, Christie |
| Mr V Pothula | Consultant Head and neck surgeon, WWL |
| Philip Bryce | CNS, CMFT |
| David Makin | Patient Lead |
| Francis Ascott | SLT, CMFT |
| Katie Foster | Dietician SRFT |

| Agenda Item | Action |
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| <p>1. Apologies</p> <p>Apologies were noted</p> | |
| <p>2. Minutes from the last meeting Confirmed as an accurate account and true description of the meeting.</p> | |
| <p>3. Matters Arising from the former network meeting</p> <ul style="list-style-type: none"> • GH to write to Chair of Director of Operations in Greater Manchester to give guidance- letter drafted and will be send this week • GH to draft letter to DOH raising the impact of patient care on 18ww guidance- will circulate for thoughts prior to sending out to Manchester Cancer Medical Director • 2 Week wait referral form review findings was agreed to amend Mount Vernon referral form and circulate to board members for final comments, this will be uploaded on the website for GDPs to use. Salford CCG have commenced the distribution of their referral form, the board agreed this will not be in conflict with the existing good work of SRFT, focus of the new 2 Week Wait referral is to support GDPs based on the last training event that GH attended. | <p>GH to send letter to director of Opps</p> <p>GH to draft DOH letter and share draft with members for comments</p> <p>HN to badge Mount Vernon referral form to Manchester Cancer</p> |
| <p>4. Annual plan objectives progress report</p> <ul style="list-style-type: none"> - Data Quality mapping: GH and HN attended CMFT MDT and identified gaps in data recording by MDT coordinator and Data received by referring Trusts. SP proposed to share CMFT audit and proposed to begin the utilisation of a new referral form to be used by diagnostic centres following the national standard minimum data set. GH proposed further viewing of Pennine and UHSM MDTs to access if this issue faced by all. AB and LR confirmed this is currently not a matter of concern at the MDT. Both providers are satisfied by the quality of data received by Diagnostic centres. Access to Somerset at Christie is a matter for further discussion to encourage live recording to reduce errors. - LW&BC mapping Findings: The mapping identified the Head and Neck pathway lack of engagement with the recovery package due to resources and support in this area. CMFT proposed to apply to the innovation fund to test Health and Wellbeing Clinics with the plan to roll out post pilot to all Head and Neck patients in the pathway. - CNS & SLT process mapping summary findings: The group met to discuss barriers and areas to improve patient experience, below are the recommendations identified, a further meeting will take place to discuss the detail actions. <ul style="list-style-type: none"> ○ The group need to explore which third sector agencies to use for supporting patients in between diagnostics and the SMDT. ○ Develop roles and responsibilities jointly with CNS and AHP and standards | <p>GH and HN to further explore issues and propose solutions</p> <p>HN to support Wellbeing clinic application</p> <p>HN to support chemo and radiotherapy application</p> <p>HN to arrange a further meeting with the group to discuss solutions</p> |

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| <p>for managing patients in the community for nursing staff to be shared with Trust leads across the provider boards. This will address the community support aspect which is by in large rated low by patients at the National Cancer Patient Experience Survey.</p> <ul style="list-style-type: none"> ○ Explore and agree a formal mechanism to communicate hand-offs between referring trust and treatment centres which does not impact on CNS workload or be dependent on CNS's annual leave/working hours. A seamless approach to ensure regular feedback for all. ○ Furthermore, SLT, Dieticians and Nurse Specialist plan to apply to the innovation fund to enhance the support for patients accessing Chemo and radiotherapy. | |
| <p>5. Performance</p> <ul style="list-style-type: none"> - 2 week wait target: GH presented waits reported in April to August 2014, H&N pathway has no concerns in relation to meeting the waiting time targets. GH also shared with members a further H&N performance dashboard is currently being development by Manchester Cancer which incorporates all measures identified by this board and will be discussed as a standing agenda item at each meeting. | |
| <p>6. Audit and Research</p> <p>Clinical Trails Report – GH shared the current clinical trials data and the H&N are in line with the projected target for this financial year. GH has identified a list of clinical trials opened that are not on the list to discuss with the research lead (JH).</p> | |
| <p>7. Peer review</p> <ul style="list-style-type: none"> - Thyroid MDT surgical numbers – GH has request for updated numbers of surgeons and has received some responses. GH will attend a Thyroid MDT meeting / the annual business meeting to request this information to meet peer review requirements. Attendance will also need to be discussed. - Clinical guidelines review- GH shared the list of guidelines and requested members to identify the pertinent ones to review in 2015. | <p>GH to attend Thyroid MDT</p> <p>Members to identify guidelines requiring review</p> |
| <p>8. Manchester Cancer update</p> <ul style="list-style-type: none"> - Living with and Beyond Pathway Board NEWS for information only - Chemotherapy: members discussed chemotherapy which can be delivered locally, GH to write to the Chemotherapy Pathway Board Director - Patient survey: members discussed and agreed the recommendations to address patient experience for Head and Neck. | <p>GH to write to the Chemotherapy Pathway board Director</p> |

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| <p>9. Clinical Education</p> <ul style="list-style-type: none"> - Prevention and early diagnosis GP & GDP: HN to share the dates of the sessions arranged by Manchester Cancer, in the interim HN to provide dates for members to record virtual online presentations for GDPs to be uploaded on the Manchester Cancer Website. | <p>HN to arrange virtual online recording sessions.</p> |
| <p>10. Date of the next meeting 13th January 2014 2:30-4pm Seminar Room 8, Mayo Building SRFT</p> | |