

Meeting of the *London Cancer* Head and Neck Pathway Board meeting

Date: Tuesday 12th December 2017, 15:00-16:30

Venue: UCLH Boardroom at Westmoreland Street Hospital

Chair: Russell Moule

1. Welcome and introductions and Minutes from last meeting

- RM was welcomed as the new pathway director for the Head and Neck pathway board.
- The previous minutes were accepted as accurate.
- RM made the group aware that Coin Liew will be stepping down from the UCLH MDT lead role.

2. MDT Improvement

- The group discussed the project to combine the Barts health and UCLH sMDT meetings. The aim is to improve patient outcomes, the flow of information and data capture.
- The team discussed the MDT working group which has been set up. And discussed the documents which had been circulated for comment; Project Initiation Document (PID) and the Terms of Reference (TOR).
- There were some comments on who to include as members to the working group. CM to be added from restorative dentistry, dietician from Barts Health, UCLH radiologist and Pathologists from both trusts.
- The group went through the timetable of meetings and whether the timeline for the project was feasible. There will be a workshop for all to attend in the New Year (February 6th) for feedback and comment from the wider head and neck teams regarding the merge.
- Concerns were highlighted about infrastructure and funding.
- There is a working group meeting following this pathway board meeting to discuss further.
- The documents will be presented at the UCLH cancer collaborative board tomorrow for sign off. The team were encouraged to send any further comments by midday 13th December.

ACTION:

- The team were encouraged to send comments regarding the PID and TOR by midday 13th December.

3. Update for Gateway 5

- NB presented the improvements made to the head and neck service following the concerns from the vanguard board in September 2017. This will be presented to the UCLH cancer collaborative board tomorrow.
- The group looked at the 4 key areas that were highlighted for improvement and what has been done to support these areas.
 - Communication; now have weekly admin and management conference calls and now co-writing breach reports. Bi-lateral meetings have been held between Trusts and actions agreed.
 - Support for peripheral Trusts; BHRUT and UCLH are working on plans for a joint consultant.
 - Pre assessment; SO has completed a PAC review and there will be an anaesthetics working group meeting in January 2018. Details of this will be circulated to the board by SO.

- MDT; now having fortnightly working group meetings to support moving towards a single MDT.

ACTION:

- Details of PAC review and anaesthetic working group to be circulated by SO

4. Data

- SH presented the most recent MDT scorecard data to the board. This showed improvements in UCLH data capture. The centre for cancer outcomes team are looking at data before it is submitted nationally to check its completeness.
- Data items chosen for initial focus were; primary tumour site, performance status, staging completeness and first seen provider.
- The team will soon be working with Barts health using their internal data. They are working with an analyst before the data is submitted. Following this they will move on to Royal Free.
- The team were keen for the information to be more specific so they can see patient identifiable data.
- The MDT Coordinator will receive the scorecard which is sent out monthly, which is a month before submission nationally.
- KGu to give SH the contact details for BHRUT's data analyst.
- SH explained that once the MDT's are combined he would hope to produce a single scorecard.
- SH to present on progress of data capture at the next meeting.

ACTION:

- SH to present progress of data capture at next pathway board meeting

5. Dental update

- CM discussed the set up and challenges faced by the restorative dental team at Barts Health based at Royal London dental hospital.
- There are two restorative dentists. Their work impacts patients' quality of life. They see 125 patients annually from Barts, Queens and an increasing number from North Middlesex hospitals. 50% are from oncology and the others are from ENT and OMFS.
- 85% of patients require extractions. They have become less aggressive with these due to osteonecrosis in post radiotherapy patients.
- A couple of years ago Nick Lewis wrote an SOP. It covered what the team does and the ideal pathway for patients.
- UCLH currently do not have a restorative dental team. Their service is SpR lead by restorative and special care dentists. All patients from Chase Farm and NMUH go through the Eastman dental hospital. However following issues NMUH had getting patients into the Eastman dental hospital they are now sending patients to the Royal London instead.
- Challenges; clarification of the pathway following Nick Lewis' departure. Patients are being seen prior to radiotherapy but not prior to surgery which means if the patient requires extractions following surgery they will have to have another anaesthetic to remove the teeth. CM explained that the OMFS team at UCLH aren't supporting the ENT team with extractions for any of their patients.
- The challenges for the Barts health team; surgery isn't on site. CM's colleague has a contract for UCLH but CM doesn't. However it isn't feasible to travel to UCLH for possibly one patient. There is also a lack of information available post-surgery, so CM not always aware what's happened to the patient at discharge.

- CM has found that since the reconfiguration the community dental team are less engaged.
- CM has had complaints about GP's not prescribing toothpaste for patients. She suggested contacting commissioners to see what can be done for these patients.
- CM would like to move the SOP forward with the board's support.
- RM to discuss further with Tim Hodgson at the Eastman dental hospital to try to work together again or will look to move services.

ACTION: <ul style="list-style-type: none"> • CM to circulate dental SOP • RM to discuss further with Tim Hodgson, Divisional Clinical Director at the Eastman dental hospital following ratification

6. Oncology questionnaire update

- SO will look at the surgical questionnaire that was drawn up and will create the oncology questionnaire from this.
- SW to support SO in drafting questionnaire
- The questionnaire will highlight experience and satisfaction around travel. The questionnaire will also ask patients if they visited a dentist before their oncology appointment.

ACTION: <ul style="list-style-type: none"> • SO to draft oncology questionnaire using the surgical questionnaire as a template. SW to support.
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7. AOB

Future Pathway Board meetings;

- **Tuesday 6th March 2018;** 3-4pm (just before the H&N sMDT working group meeting), 6th floor west meeting room, 250 Euston Road, London NW1 2PG
- **Tuesday 5th June 2018;** 4.30-5.30pm (following the H&N audit day) Royal London Hospital

ACTION LOG

Action reference	Action	Owner	Date Due	Status
Dec01	The team were encouraged to send comments regarding the PID and TOR by midday 13 th December.	ALL	13/12/17	
Dec02	SH to present progress of data capture at next pathway board meeting	SH	06/03/18	
Dec03	CM to circulate dental SOP	CM	30/01/18	
Dec04	RM to discuss dental pathway concerns further with Tim at the Eastman dental hospital	RM	06/03/18	
Dec05	SO to draft oncology questionnaire using the surgical questionnaire as a template. SW to support.	SO/SW	06/03/18	

Attendees

Name	Initials	Trust/Organisation
Russell Moule	RM	UCLH
Denise Redmond	DR	Barts Health
Karen Guner	KGu	BHRUT
Helen Saunders	HS	<i>London Cancer</i>
Sherrice Weekes	SW	<i>London Cancer</i>
Sean Hession	SH	UCLH Cancer Collaborative
Claire Morgan	CM	Barts Health
Neil Bourke	NB	UCLH
Vanessa Smith	VS	Patient Representative
Sarah Orr	SO	UCLH
Polly Richards	PR	Barts Health
Marianne (Manny) Miller	MM	Barts Health
Freya Hickey	FR	Barts Health

Apologies

Name	Initials	Trust/Organisation
Amen Sibtain	AS	Barts Health
Colin Liew	CL	UCLH
Tony Smith	TS	Patient Representative
Jessica Harris	JH	UCLH
Martin Birchall	MB	UCLH
Lianne Gordon	LG	Barts Health
Paul Stimpson	PS	Barts Health