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

Date: **Tuesday 17th October 2017, 16:00-17:30**

Venue: UCLH Boardroom, West Moreland Street Hospital,

Chair: **Simon Whitley**

1. Welcome and introductions and Minutes from last meeting
- SW welcomed the group. The previous minutes were accepted as accurate.

2. Data and outcomes capture update
- SH from the Centre of Cancer Outcomes team presented Head and Neck data via their scorecard platform. SH presented UCLH data but have now started working with Barts Health.
- SH presented October 2017 results and compared them to the August 2017 data.
- The team started by focusing on just four metrics; recording if the primary site, performance status completeness, first seen provider and staging completeness. SH explained that there has been an improvement in data completeness over the last few months which was the projects aim.
- SH will add SO to weekly distribution of the scorecard.
- The Barts Health MDT proforma has been redesigned to reflect the data required on the scorecard. PS will send the new proforma to SO.

ACTION:
- SH will add SO to weekly distribution of the scorecard
- PS will send the new Barts Health MDT proforma to SO

3. Update on Gateway 5
- Gateway 5 is an assurance document which follows a service reconfiguration. It highlights the successes and identifies any problems. SW went through the Gateway 5 presentation delivered to the cancer vanguard board on 12th September. This will be re-presented at the vanguard board on 22nd December.
- SW explained the successes of the reconfiguration which includes; a dedicated ward, nursing expertise and a decrease of 'on the day' cancellations.
- Some challenges faced are the reporting of pathology at two sites, on call difficulties and information transfers.
- A survey was sent to the Head and Neck pathway board. The results are currently being collated but the broad themes showed that the beginning of the pathway is working well, when approaching the end of the pathway there seems to be challenges.
- The group discussed how the Barts and UCLH teams feel separate. There are two separate MDTs working simultaneously. Not every patient gets the same level and quality of discussion.
- The team discussed whether it would be suitable to issue patients an alert card when discharged which informs services of the patient's procedure. This could help when a patient may need to go to A&E. However SO explained that this has been piloted in the past and it didn't work.

The UCLH Cancer Collaborative is a part of the national Cancer Vanguard, working with Greater Manchester Cancer Vanguard Innovation and RM Partners

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- The team discussed stratified follow up and who patients are likely to go to see with any issues. Complex airway patients have been affected by the reconfiguration. Due to the de-skilling of local hospitals they will have a long journey to UCLH for care if required.
- Due to these issues the cancer vanguard board felt there should be a hold on passing through Gateway 5 and instead the teams should look at how to improve these areas and come up with a plan. London Cancer will facilitate a working group and will be sending invites for people to join.
- The group discussed having a joint Barts Health and UCLH MDT meeting as this would speed things up for patients and make the pathway much smoother. It was felt that it will also allow access to more clinical trials. Currently the two MDTs take place on the same day and at the same time and both have a large list of patients that are discussed. The group discussed suitable locations for a single MDT meeting and felt that midway between UCLH and Royal London hospital would be fair. An option would be to meet at St Barts hospital. There is a room that would be suitable.
- The team also discussed the feasibility of patients from peripheral hospitals having their pre-assessment appointments locally as it will save them having to journey to UCLH. The team also discussed whether clinicians could have an outreach clinic at these hospitals to decrease travel. The anaesthetic team are currently developing a protocol around pre-assessment. SO is currently putting together a report about the pathway which will be out soon.
- Overall the team felt that a single team mentality is needed. This could be created with a single MDT meeting and a unified proforma used across the region.

4. MDT Improvement report
- The group discussed the MDT improvement report and the benefits of protocolised pathways. the team agreed that a working group would be needed to help with this.

5. Communications Policy
- HS discussed the communications policy that has been developed. It has drawn out the pathway and has the details for all contacts involved, including generic nhs.net email address for all the hospitals involved.
- The group discussed each hospital developing a local pathway also.

6. Oncology questionnaire draft
- The team felt that this agenda item could feed into the talks about a single MDT meeting. This will be discussed at the next meeting in next meeting.

7. AOB
- KF informed the group that the Pathway director advertisement is out as SW is leaving. It's for anyone who is interested.
- The team thanked SW for his hard work as pathway director.

8. Next Meeting
Tuesday 12th December 2017, 3-5pm, Boardroom, UCH at Westmoreland Street. W1G 8YG

ACTION LOG

Action reference	Action	Owner	Date Due	Status
Oct01	SH will add SO to weekly distribution of the scorecard	SH		
Oct02	PS will send the new Barts Health MDT proforma to SO	PS		
Oct03	Oncology questionnaire draft to be discussed at next meeting	ShW		

Attendees

Name	Initials	Trust/Organisation
Simon Whitley	SW	Barts Health
Helen Saunders	HS	*London Cancer*
Vanessa Smith	VS	Patient Representative
Paul Stimpson	PS	Barts Health
Tony Smith	TS	Patient Representative
Sarah Orr	SO	UCLH
Jessica Harris	JH	UCLH
Kate Farrow	KF	*London Cancer*
Sherrice Weekes	ShW	*London Cancer*

Apologies

Name	Initials	Trust/Organisation
Kim Piper	KP	Barts Health
Amrita Jay	AJ	UCLH
Anna Thompson	AT	NMUH
Manny Miller	MM	Barts Health
Denise Redmond	DR	Barts Health
Colin Liew	CL	UCLH
Margaret Brown	MB	UCLH
Lester Brown	LB	RFL
Francis Vaz	FV	UCLH
Tim Beale	TB	UCLH
Lisa O'Leary	LO	RFL