



# North of England Cancer Network Head and Neck NSSG Work Programme 2015 – 2016

## Document Information

Title:	Head and Neck NSSG Work Programme
Author:	Dr E Aynsley Head and Neck NSSG Chair
Circulation List:	Head and Neck NSSG
Contact Details:	Mrs C McNeill, Peer Review Co-ordinator
Telephone:	01138 252976

## Version History:

Date:	09.6.15	Version:	v1.7	Review Date:	May 2016
-------	---------	----------	------	--------------	----------

## Document Control

Version	Date	Summary	Review Date
V1.7	09.06.15	Audit updated and completed moved to new section	May 2016
V1.6	26.5.15	Vice Chairs details added	May 2016
V1.5	11.03.15	Chairs details update and reviewed	May 2015
V1.4	27.11.13	Survivorship and Patient experience action plan added	May 2014

**The Work Programme has been agreed by:**

**Position:** Head and Neck NSSG Chair  
**Name:** Dr E Aynlsey  
**Organisation:** South Tees NHS FT  
**Date Agreed** 09.06.15

**Position:** Head and Neck NSSG Vice Chair  
**Name:** Dr S Endersby  
**Organisation:** City Hospitals Sunderland NHS FT  
**Date Agreed** 17.06.15

**Position:** Medical Director  
**Name:** Dr M Prentice  
**Organisation:** NHS England in Cumbria and the North East

NSSG members agreed the Work Programme on:

**Date Agreed:** 09.06.15  
**Review Date:** May 2016

<b>Contents</b>	<b>Page</b>
<b>Service Improvement &amp; Development</b>	<b>4 - 7</b>
<b>Audit</b>	<b>7</b>
<b>Research</b>	<b>8</b>
<b>Patient and Carer Feedback</b>	<b>8</b>

	Key Areas	Aims	Action/Update	Named Lead and Job Role	Target Date
<b>Service Improvement and Development</b>	Peer Review Clinical Guidelines 3-year vision	Review/update constitution and annual report		NSSG Chair	End of March, annually
		Review Network guidelines when new national guidelines published		NSSG Chair	End of March, annually
		Continued Education & Training		V Paleri	on going
		Patient/Liaison/Nursing group –.	Encourage new patient and carer involvement with the NSSG. MDTs across Network to identify suitable persons to be involved	A Dear	September 2015
		Clinical standards/Guidelines/Protocols/Investigations – revise Network treatment guidelines when new national guidelines are available	New National Guidelines National guidelines on management published in September 2011. Several members contributed to this. Available at <a href="https://entuk.org/professionals/publications">https://entuk.org/professionals/publications</a>	NSSG Chair	Sep 2015

	<b>Key Areas</b>	<b>Aims</b>	<b>Action/Update</b>	<b>Named Lead and Job Role</b>	<b>Target Date</b>
<b>Service Improvement and Development</b>	Peer Review Clinical Guidelines 3-year vision	Raise the national and local profile of the H&N NSSG including in the views of patients	Recruit new patient representative Participate in European H&N Cancer awareness week	NSSG Chair	Ongoing
		Strive to become leaders in education		NSSG Chair/ A Robson	Ongoing
		Strive to become leaders in using cancer information to improve care		NSSG members	Ongoing
		Strive to achieve prominence amongst peers of non H&N professionals		NSSG members	Ongoing
		Strive to attract recruitment to the area		NSSG members	Ongoing
		To respond to the publication of new chemotherapy measures in a timely manner.		Steve Williamson	ongoing

	Key Areas	Aims	Action/Update	Named Lead and Job Role	Target Date
Service Improvement and Development	Peer Review Clinical Guidelines 3-year vision	Development of local chemotherapy algorithms, or, adoption of national guidelines when produced  Radiotherapy guidelines to be considered		Eleanor Aynsley / Tony Branson	May 2016  Nov 2015
	Nursing Priorities	HBV Leaflet- to produce a patient information leaflet		J O'hara	To update at next meeting
	Survivorship	To develop extended pathways to cover survivorship and end of life	To consider end of treatment summary form	All	Nov 2015

	Key Areas	Aims	Action/Update	Named Lead and Job Role	Target Date
Audit	Network audit re-Palliative Treatment of Mets and recurrence of Head and Neck Cancer	To compare treatment and outcomes across the network	Audit template to be drafted and circulated to group	EA and ES	November 2015
	DAHNO	Continue to submit to DAHNO and audit against DAHNO standards.		NSSG Chair	Ongoing Present to group 2015

	<b>Key Areas</b>	<b>Aims</b>	<b>Action/Update</b>	<b>Named Lead and Job Role</b>	<b>Target Date</b>
<b>Research</b>	To promote integration of research into routine practice	<ul style="list-style-type: none"> <li>• Maintain a balanced portfolio</li> <li>• Promote equity of access for patients in relation to trials</li> <li>• Annual Review of MDT reports relating to portfolio and recruitment</li> <li>• In line with NCRN strategy to review all potential surgical trials</li> <li>• Identify barriers to recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure new trials disseminated to NSSG members and relevant clinicians and MDTs for discussion and agreement</li> <li>• Portfolio can be viewed by all on NECN website</li> <li>• Agree Programmes of Improvement for MDT's</li> </ul>	NECN Research networks. NSSGs MDT'S	Ongoing Review Nov1 2015
	Meet NIHR high level objectives and NCRN recruitment targets	<ul style="list-style-type: none"> <li>• Encourage recruitment into trials particularly RCT trials</li> <li>• To increase the proportion of studies in the NIHR Clinical Research Network Portfolio delivering to time and target</li> <li>• To increase the percentage of commercial contract studies delivered through the NIHR CRN</li> <li>• To reduce the time taken to recruit first participant into NIHR CRN Portfolio studies</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure new trials including commercial disseminated to NSSG members and relevant clinicians and MDTs for discussion and agreement</li> <li>• Review of recruitment and time frames</li> </ul>	NECN Research networks. NSSGs MDT'S	Ongoing Review Nov 2015
<b>Patient and Carer Feedback</b>	National patient Survey	<p>The NECN has agreed to participate in the national patient survey on an annual basis</p> <ul style="list-style-type: none"> <li>• Network action plan to be agreed by NSSG</li> </ul>	<ul style="list-style-type: none"> <li>• Nurses to draft action plan at the next nurses meeting and bring back to group for discussion/ endorsement.</li> </ul>	NSSG Chair/Patient Representative	Nov 2015

## COMPLETED

	Key Areas	Aims	Action/Update	Named Lead and Job Role	Target Date
<b>AUDIT</b>	Audit Review of Gastrostomies	Complete data collection for second cycle of audit loop.  Presentation of data  CNS activity audit	Review of first cycle write up.  Plan presentation of 2 <sup>nd</sup> cycle once data captured  CNS's to carry out an activity audit and present findings to NSSG	Vinidh Paleri   CNS's/ Network Delivery Lead	Complete data collection August 2013  Presentation 2014  COMPLETED
	Admission of patients receiving chemo-radiotherapy or radiotherapy	Complete proforma	EA & SI to formatted draft proforma to JM	Jim Moor	Sep 2015 COMPLETED
<b>Service Improvement</b>	Prevention/ Health promotion and awareness	<ul style="list-style-type: none"> <li>- Roll out of Patient information re Early Awareness</li> <li>- To reinvigorate further roll out of H&amp;N DVD across the Network to dentists and other clinicians</li> </ul>	NSSG Chair / Nursing Group / SIF	Nov 2012 –  COMPLETE	Prevention/ Health promotion and awareness
	Review patient pathways and models of care to ensure equity of service and to work towards common practice across the network - Role of LST	Process mapping completed: <ul style="list-style-type: none"> <li>- Dietetic Services between Freeman / Northumberland – communication links to continue locally.</li> <li>- SaLT Services between Freeman /North Durham - communication links to continue locally.</li> </ul>	CMM / SIF / NSSG Chair	June /July 2012  COMPLETED	Review patient pathways and models of care to ensure equity of service and to work towards common practice across the network - Role of LST