

Head & Neck MDT Snapshot Audit 2023: MDT Audit of the Management of Head & Neck Squamous Cell Carcinoma

Clinical Audit Department Letter

Dear Caldicott Guardian,

ENT INTEGRATE Head & Neck MDT Snapshot Audit 2023: MDT Audit of the Management of Head & Neck Squamous Cell Carcinoma

I am requesting permission to collect data from this Trust for the ENT INTEGRATE Head and Neck MDT Snapshot Audit.

Overview of the Audit

Head and Neck Squamous Cell Carcinomas (HNSCC) are a diverse group of pathologies that can be complex and difficult to manage. In the UK, the gold standard of care is to use a multidisciplinary team (MDT) approach as outlined in the British Association of Head and Neck Oncologists (BAHNO) and National Institute for Health and Care Excellence (NICE) guidelines. The Head & Neck MDT Snapshot Audit is a retrospective audit investigating the Head and Neck MDT decision making process, compliance with pathway targets and patient outcomes.

Primary objectives:

1. To gain a large-scale understanding of the management decisions of patients with HNSCC discussed at MDT in the UK
 - a. by collecting patient demographics and HNSCC disease data
 - b. by collecting MDT recommendations
2. To assess this management for adherence to national guidelines

Time period for data required

Data will be collected for patients presented at MDT between 1st September – 30th November 2021

Receiving Organisation

Organisation Name: ENT INTEGRATE

ENT INTEGRATE is a UK Trainee Research Network aiming to support trainee engagement in ENT research and audit through the participation of multicentre collaborative audits.

Contact details: hnmtdaudit@entintegrate.co.uk

Data Collection

Collection of data will be recorded onto an Excel Data Tool. The completed Excel Data Tool allows data to be anonymised prior to secure submission to the project management team (PMT) at ENT INTEGRATE. No identifiable patient information will be submitted to PMT.

This project will collect information about non-identifiable demographics, MDT details, cancer staging and cancer pathways, including investigations, diagnoses, treatments, last follow-up, recurrence and death (where applicable). No patients will be identifiable in subsequent reports, presentations or publications. As such, consent from individual patients will not be required.

There will be no traceability from the PMT's database to local records. If any identifiable data is received, the files will be deleted and the site will be informed. This audit will report the treatment recommendations and outcomes of management that have already taken place. There will be no impact on the management of patients following inclusion in the study.

This project has been determined to be an audit using the HRA decision tool available at <http://www.hra-decisiontools.org.uk/research/> and therefore does not require ethical approval.

At the end of the analysis period, data will be deleted from shared server space and all backups will be overwritten or destroyed in line with NHS approved information destruction/deletion standards. Files will be securely deleted from computer systems (including any copies held on backup or archive media).

All members of the project management team at ENT INTEGRATE are employed by the NHS will have completed Information Governance training in accordance with their own Trusts requirements.

Members of the Project Management Team are aware of their obligations and legal requirements regarding personal confidential data. It is a condition of employment that all employees abide by their organisation's Data Protection Policy and confidentiality clause within their contract of employment.

You can read more about ENT INTEGRATE here: <https://entintegrate.co.uk/>

If you require any further clarification, please contact the Head and Neck MDT Audit team at: hnmdtaudit@entintegrate.co.uk

Yours Sincerely,

ENT INTEGRATE Head and Neck Committee