



<b>Meeting:</b>		Head & Neck and Thyroid EAG				
<b>Date:</b>		14 November 2017				
<b>Time:</b>		14:00 –16:00 [H&N] 15:00 –17:00 [Thyroid]				
<b>Venue:</b>		Evolve Business Centre				
<b>H&amp;N AGENDA</b>						
<b>2:00</b>	<b>1</b>	<b>INTRODUCTIONS</b>			<b>Lead</b>	<b>Enc</b>
		1.1	Welcome and Apologies		EA	
		1.2	Declaration of Interest		ALL	
		1.3	Minutes of the previous meeting 27.09.16		ALL	Enc 1
	<b>2.</b>	<b>AGENDA ITEMS</b>				
		2.1	Follow up since last meeting <ul style="list-style-type: none"> <li>Group Membership – Vice Chair</li> <li>Designated Hospitals – Biopsy Service</li> </ul>		SE	Enc 2
		2.2	Imaging <ul style="list-style-type: none"> <li>Liver in head and neck cancer patients – Network Audit</li> </ul>		ALL	
		2.3	Work Plans		ALL	
		2.4	Service Updates		ALL	
		2.5	Audit Event <ul style="list-style-type: none"> <li>Evaluation Report 10.07.17</li> <li>Next Audit Event 20.03.18 – Topics required</li> </ul>		ALL	Enc 3
		2.6	Clinical Governance Issues		ALL	
		2.7	Head and Neck Sarcomas		CG	
		2.8	Use of US guided FNA or core biopsy		FS	
<b>3:00</b>	<b>3.</b>	<b>JOINT H&amp;N AND THYROID NETWORK UPDATES</b>				
		3.1	Network Update <ul style="list-style-type: none"> <li>Cancer Alliance Work Plans</li> <li>Secondary Prevention</li> <li>Terms of Reference</li> <li>Clinical Guidelines</li> </ul>			
		3.2	Routine Laryngoscopy Pre and Post Thyroid Surgery			
	<b>4</b>	<b>NEXT MEETING</b>				
		4.1	<b>To be Confirmed</b>			
<b>3:55</b>	<b>BREAK</b>					
<b>THYROID AGENDA</b>						
<b>4:00</b>	<b>5</b>	<b>INTRODUCTIONS</b>			<b>Lead</b>	<b>Enc</b>

		5.1	Welcome and Apologies	SA	
		5.2	Declaration of Interest	ALL	
		5.3	Minutes of the previous meeting 27.09.17	ALL	Enc 1
	<b>6.</b>	<b>AGENDA ITEMS</b>			
		6.1	Follow up since last meeting <ul style="list-style-type: none"> <li>• 2ww form – Thyroid Referrals</li> <li>• Feedback from Radiology Group – Thyroid Imaging – Guidance to be shared prior to signoff</li> <li>• Repatriation – Guidance to be shared for comment</li> </ul>	HC/ALL	
		6.2	Network Thyroid Lead Vacancy	SA	Enc 2
		6.3	Work Plans	ALL	
		6.4	Service Updates	ALL	
		6.5	Clinical Governance Issues	ALL	
		6.6	Thyvoice Study Update	SA	
<b>5:00</b>	<b>7.</b>	<b>Close of meeting</b>			