

Guideline for Referral of Adults to the Specialist Neuro Oncology Multi Disciplinary Team

Version History

Version	Date	Summary of change/ process
0.1	14.04.09	Version provided to the Cancer Network from the UHBFT Neuro Oncology MDT following three versions – discussed at NSSG in Jan 09.
0.2	26.06.09	Reformatted for consultation with authors.
0.3	24.07.09	With comments from the authors incorporated. To be presented at the NSSG for final approval in Sept 09.
0.4	10.09.09	Discussed and updated at meeting. To be circulated to members for final approval.
1.0	07.12.09	Approved following discussion and amendments.
1.1	21.04.10	Early review for changes to referral form contacts and to specify adults only.
2.0	02.06.10	Re-approved at the Guidelines Subgroup.

Date Approved by Network Governance	July 2010
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Date for Review	July 2013
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Summary of changes between version 1 and version 2

Guideline amended to reflect ‘adults only’ and to update contact details and numbers for referral.

1. Scope of the Guideline

This guidance has been produced to support the following:

- The referral of all adult patients with suspected brain and other CNS tumours to the Specialist Neuro Oncology Multi Disciplinary Teams.

2. Guideline Background

There are Specialist Multi Disciplinary Teams for Neuro Oncology based at University Hospitals Birmingham NHS Foundation Trust (UHBFT; QEHB site),

University Hospitals Coventry and Warwickshire NHS Trust (UHCWT) and University Hospital of North Staffordshire NHS Trust (UHNST). This document outlines the procedures required to safely and appropriately manage referrals of patients with suspected brain and other CNS tumours (primary and secondary) to the specialist teams.

These guidelines are intended to support the referral process to the Specialist Neuro Oncology Multi Disciplinary Teams and identify patients suitable for surgery, radiotherapy or chemotherapy options and to facilitate a plan of care, follow on management and inclusion into clinical trials.

Information on the pathways can be found in the following appendices:-

- Appendix 1 University Hospitals Birmingham NHS Foundation Trust
- Appendix 2 University Hospitals Coventry and Warwickshire NHS Trust
- Appendix 3 University Hospital of North Staffordshire NHS Trust.

Guideline Statements

3. Criteria for Referral

- 3.1 ALL adult patients with suspected PRIMARY brain and other CNS tumours should be referred to the Neuro Oncology MDT for discussion. Patients under the age of 16 years should be referred to Birmingham Children's Hospital.
- 3.2 There is a group of patients with brain metastases needing consideration by a specialist Neuro Oncology MDT and the criteria below should be used to identify these:
 - a) Patients presenting with cerebral metastases as the first sign of malignant disease and where surgery is required to clarify the diagnosis.
 - b) Patients in whom imaging findings are in doubt following neuroradiological assessment.
 - c) Patients presenting with solitary metastases, who are otherwise fit, with a favourable prognosis (see 3.3 below) warranting consideration of neurosurgical intervention.
 - d) Patients with 1-3 cerebral metastases (newly diagnosed or recurrent) and a favourable prognosis.
 - e) Patients with symptomatic brain metastases that may benefit from palliative neurosurgical intervention, providing the prognosis warrants aggressive intervention (e.g. multiple metastases with a single component causing specific deterioration).
- 3.3 Favourable Prognostic Group criteria are adapted from recursive partitioning analysis performed on 1200 patients with brain metastases¹ and are as follows:

- a) Primary / Systemic disease controlled.
- b) WHO performance status 0-1.
- c) Age less than 65 years.

3.4 Patients that fall outside these guidelines may still warrant more aggressive intervention. In this situation the referring clinician should discuss the patient with a member of the Neuro Oncology team.

4. Method of referral

- a) For UHBFT see Appendix 1
- b) For UHCWT see Appendix 2
- c) For UHNST see Appendix 3.

Monitoring of the Guideline

Implementation of the guidance will be considered as a topic for audit by the NSSG in December 2012.

References

¹ Gaspar L, Scott C, Rotman M *et al.* Recursive partitioning analysis (RPA) of prognostic factors in three radiation therapy oncology group (RTOG) brain metastases trials. *Int J Radiat Oncol Biol Phys.* 1997;37(4):745-75.

Authors

Professor Garth Cruickshank	Professor of Neurosurgery and Consultant Neurosurgeon
Dr Paul Sanghera	Consultant Clinical Oncologist
Claire Goddard	Macmillan Clinical Nurse Specialist in Neuro Oncology
Fred Berki	Macmillan Clinical Nurse Specialist in Neuro Oncology
Juliet Connor	Research Assistant to Professor Cruickshank

Approval Date of Network Site Specific Group: Date: July 2010

Approval Date of the Governance Committee: Date: July 2010

Approval Signatures

Pan Birmingham Cancer Network Governance Committee Chair

Name: Doug Wulff



Signature: Date: July 2010

Pan Birmingham Cancer Network Manager

Name: Karen Metcalf



Signature: Date: July 2010

Network Site Specific Group Clinical Chair

Name: Prof Garth Cruickshank



Signature: Date: July 2010

1. Meeting Details

The Neuro Oncology Multi Disciplinary Team meets every Tuesday from 12.30 p.m. – 2.30 p.m. in Lecture Theatre 4, 1st Floor, Education Centre, Queen Elizabeth Hospital, Birmingham. All those with patients to be discussed are invited to attend.

2. Responsibility of Those Making the Referral

PLEASE NOTE: IF A PATIENT'S CONDITION REQUIRES URGENT REFERRAL FOR NEURO ADMISSION OR NEURO OUT-PATIENT VISIT AT UHBFT IT IS THE RESPONSIBILITY OF THE REFERRER TO CONTACT THE NEURO SPR ON CALL, CONSULTANT NEUROSURGEON, NEUROLOGIST OR NEURO ONCOLOGIST AT UHBFT.

- 2.1 Complete Neuro Oncology MDTM Referral Form (appendix 1 page 4; please ensure all fields are completed or patient will not be discussed) and contact the MDT Co-ordinator*

Manjit Dhesi
Tel: 0121 204 1927 (internal 3127)
Email: Manjit.Dhesi@uhb.nhs.uk

AND Fax to the Cancer Gateway on 0121 460 5820.

- 2.2 Ensure all appropriate imaging is available on PACS, QEH Link or sent on disc to:-

Manjit Dhesi, New Cancer Services Office, North 3, Old Queen Elizabeth Hospital, Edgbaston, Birmingham, B15 2TH*
(please place any discs in box in MRI reporting room).

* Please note, the cut off time for referral is 12.00 p.m. on Monday for addition to the list for discussion at Tuesday 12.30 p.m. Multi Disciplinary Team meeting. Please ensure referrals comply with these guidelines. For urgent late referrals after 12.00 p.m. on Monday but before 12.00 p.m. on Tuesday, please contact Dr Allan Thomas (Consultant Neuro Radiologist) via switchboard (Tel: 0121 371 2000 – please ask to be put through to his mobile number) to upload images for discussion at 12.30 p.m. meeting. In the absence of Dr Thomas, please ask for the on-call Neuro Radiologist via switchboard.

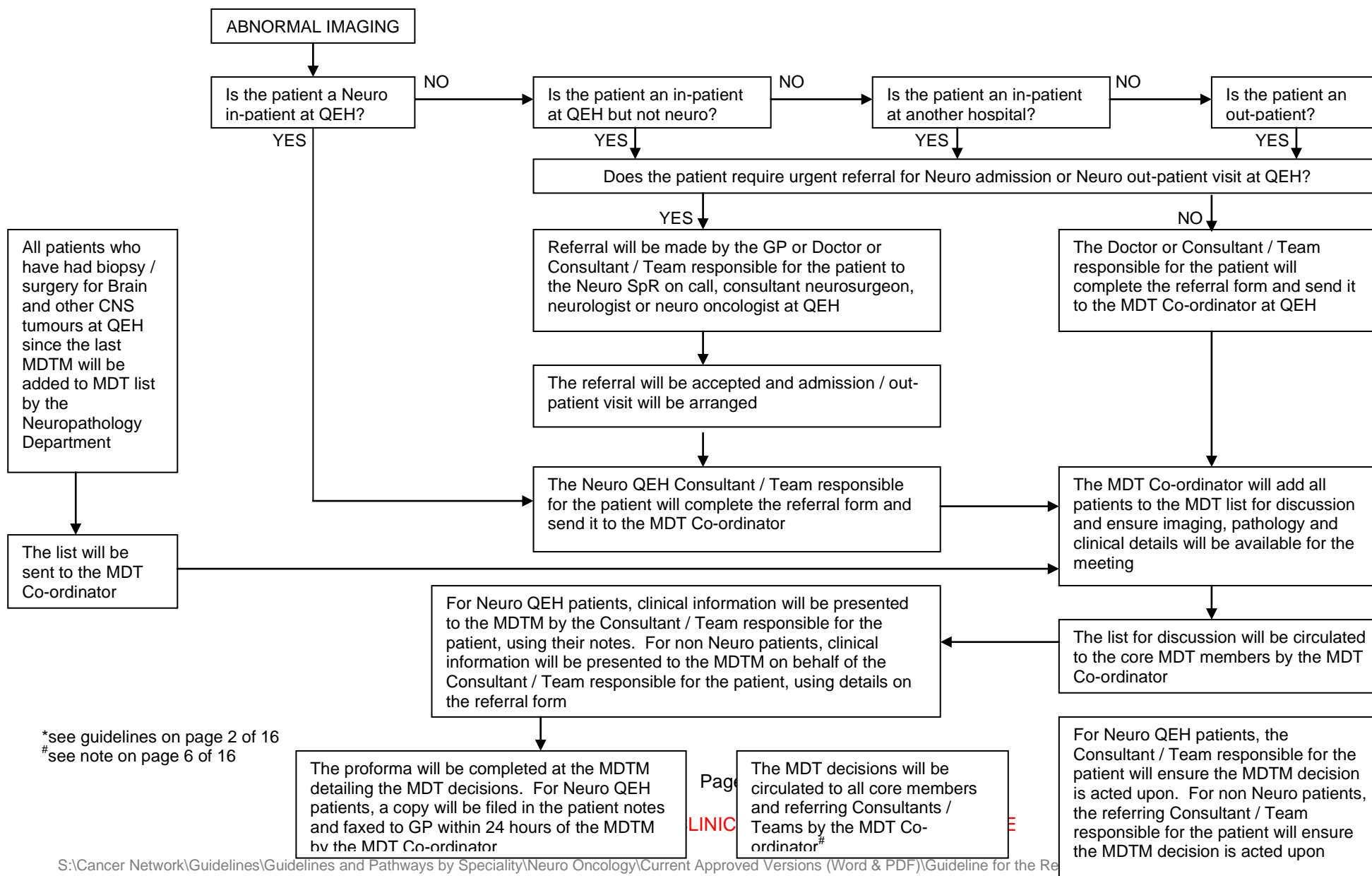
- 2.3 Consultant / Team responsible for patient must send representative to MDTM to present clinical details from patient notes and access MDT discussion / decisions (i.e. register of attendance completed and notes provided by MDT Co-ordinator).

3. Responsibility of the MDT Co-ordinator

- 3.1 Actions by MDT Co-ordinator on Receipt of All Referrals to the Neuro Oncology MDTM
- a) Log patient into system for next MDT discussion and data collection (Monday 12 noon cut off for Tuesday 12.30 p.m. MDTM)
 - b) Ensure imaging is available for all patients
 - c) Ensure referral form is fully completed by referring clinician.
- 3.2 Actions by MDT Co-ordinator Following the Neuro Oncology MDTM
- a) Confirm key worker and responsible consultant are assigned for each patient by MDT
 - b) For Neuro QEH patients, inform GP of MDT decision within 24 hours and file copy of MDT proforma in patient notes
 - c) Provide MDT decisions to all clinicians who referred patients for discussion[#]
 - d) Contact local cancer MDT from which patient originates as they are developed (there will be one for each Cancer Network in the West Midlands; Pan Birmingham, Arden, Three Counties and Greater Midlands including North Staffordshire, South Cheshire, South Staffordshire and Shropshire area).

[#] Complex cases may require direct contact between medical professionals; if required, please contact Claire Goddard or Fred Berki, Macmillan Clinical Nurse Specialists in Neuro Oncology
Tel: Internal 14740; External 0121 371 4740
Email: Claire.Goddard@uhb.nhs.uk or Frederick.Berki@uhb.nhs.uk.

Pathway for Referral of Adults with Known or Suspected Brain and other CNS Tumours (including metastatic disease*) into the Neuro Oncology MDTM



*see guidelines on page 2 of 16
#see note on page 6 of 16



QEHB

Neuro Oncology MDTM Referral Form

Patient will NOT be discussed if Name, DOB and Address fields are not completed

Referring Trust

HOEFT		New Cross		Walsall		Russell's Hall		SWBH		Hereford & Worcester		Stoke & Stafford		Coventry & Warwick	
Name and contact details of referring clinician(address/email/phone/fax)															
Patient Hospital Number															

Referred to which Consultant at QEHB.....

Date of MDTM (Every Tuesday)	Key Worker
Pt Name	Current Presenting Symptoms <i>(including Dexamethasone Dose and response)</i>
DOB	
Pt Address	
NHS No	
Investigations (including Imaging / Where / When)	
Imaging on PACS /QEHB Link /CD	Current WHO Performance Status
	<ul style="list-style-type: none"> • 0 Normal activity • 1 Capable of light work • 2 Self caring, up >50% of day • 3 Limited self care, up <50% of day • 4 In bed
Details of Surgery (including where / when)	Details of Histology
Relevant Past Medical History (including previous oncologist if applicable)	For Metastatic Disease
	Primary Site? Date of Original Diagnosis? Is primary site controlled? Yes / No Extra-cranial metastatic disease? Yes / No If Yes, is it controlled? Yes / No Symptomatic metastasis? Yes / No
Details of Previous Radiotherapy (start/end dates, dose and hospital)	Details of Previous Chemotherapy (drug, number of cycles/dates and hospital)
With Concomitant Temozolomide Y / N	
Reason for Referral / Question to be Discussed at Neuro Oncology MDTM	

Suggestion from MDTM (to be completed at MDTM)

Send to Fax 0121 460 5820 Cancer fax Gateway

and contact Manjit Dhesi x 3127 or 0121 204 1927

Please note cut off time for discussion is every Monday 1200hrs

Please contact Claire Goddard or Fred Berki (Clinical Nurse Specialists in Neuro-Oncology) on 0121 371 4740 between 3 p.m. and 4 p.m. on Tuesday post MDTM for results of the discussion.

1. Meeting Details

The Neuro Oncology Multi Disciplinary Team meets every Friday from 10.00 a.m. – 12.00 p.m. in Room 69, Clinical Sciences Building, University Hospitals Coventry and Warwickshire NHS Trust. All those with patients to be discussed are invited to attend.

2. Responsibility of Those Making the Referral

PLEASE NOTE: IF A PATIENT'S CONDITION REQUIRES URGENT REFERRAL FOR NEURO ADMISSION OR NEURO OUT-PATIENT VISIT AT UHCWT IT IS THE RESPONSIBILITY OF THE REFERRER TO CONTACT THE NEURO SPR ON CALL, CONSULTANT NEUROSURGEON, NEUROLOGIST OR NEURO ONCOLOGIST AT UHCWT.

- 2.1 Complete Neuro Oncology MDTM Referral Form (appendix 2 page 4) and send to Multi Disciplinary Team Co-ordinator*

Louise Smith
Tel: Internal 26422; External 02476 966422
Email: Louise.Smith3@uhcw.nhs.uk
Fax: Internal 25265; External 02476 965265.

- 2.2 Ensure all appropriate imaging is available on PACS, University Hospital of Coventry and Warwickshire NHS Trust Link or sent on disc to:-

Phil Lindley, PACS Project Manager, ICT Services, Technology Centre, University Hospital of Coventry and Warwickshire NHS Trust, CV2 2DX.

* Please note, the cut off time for referral is 12.00 noon on Thursday for addition to the list for discussion at Friday 10.00 a.m. Multi Disciplinary Team meeting. Please ensure referrals comply with these guidelines. For urgent late referrals after 12.00 noon on Thursday but before 09.30 a.m. on Friday, please contact Louise Smith directly to upload images for discussion at 10.00 a.m. meeting.

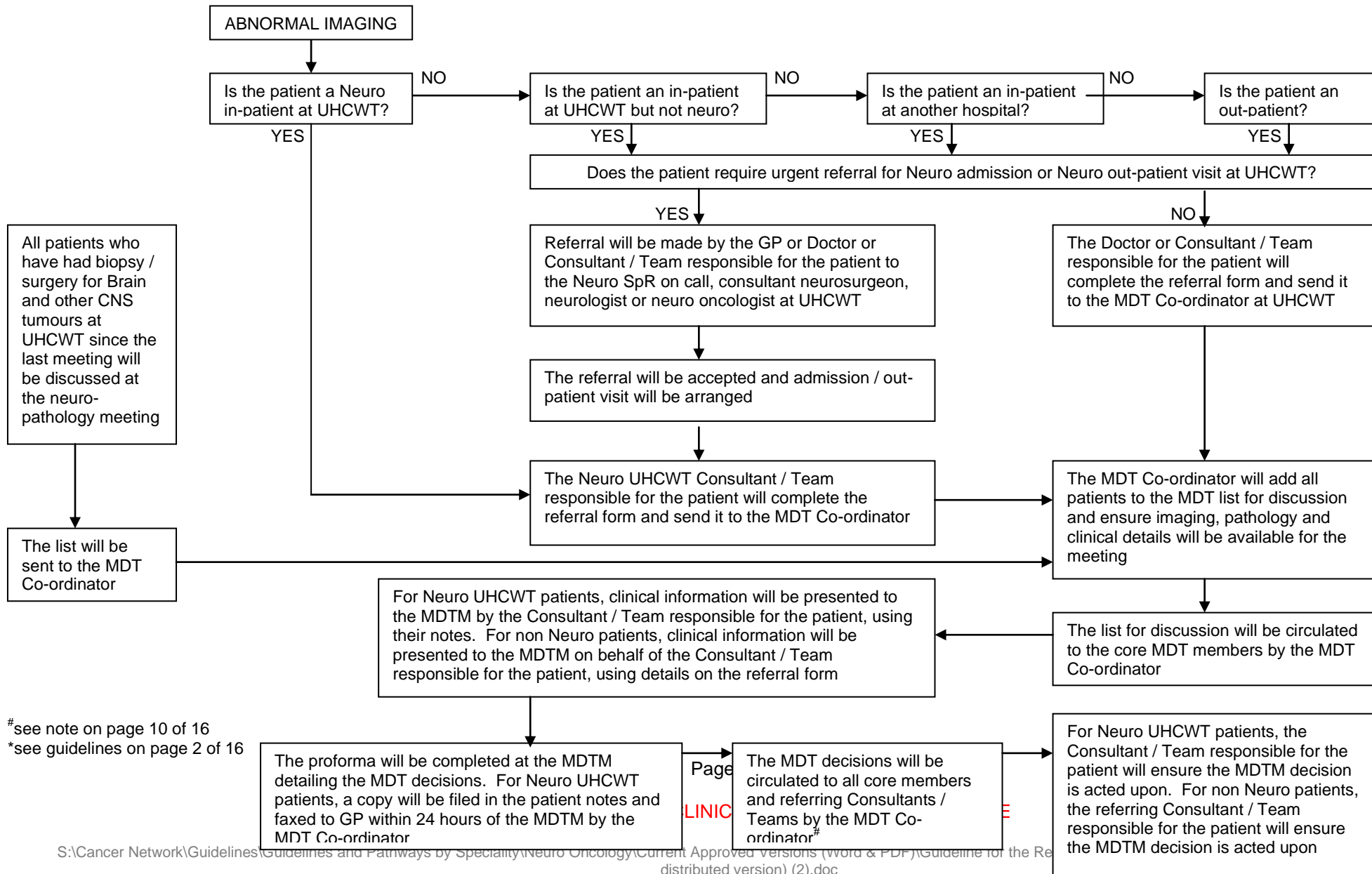
- 2.3 Consultant / Team responsible for patient must send representative to MDTM to present clinical details from patient notes and access Multi Disciplinary Team discussion\decisions (i.e. register of attendance completed and notes provided by Multi Disciplinary Team Co-ordinator).

3. Responsibility of the Multi Disciplinary Team Co-ordinator

- 3.1 Actions by Multi Disciplinary Team Co-ordinator on Receipt of All Referrals to the Neuro Oncology MDTM
- a) Log Patient into System for next MDT Discussion and Data Collection (Thursday 12.00 p.m. cut off for Friday 10.00 a.m. MDTM)
 - b) Ensure Imaging is available for all patients (discuss with Dr Adam Rennie in University Hospital of Coventry and Warwickshire NHS Trust MRI Dept; Tel: Internal 26300)
 - c) Ensure Referral Form is fully completed by referring clinician.
- 3.2 Actions by Multi Disciplinary Team Co-ordinator Following the Neuro Oncology MDTM
- a) Confirm key worker and responsible consultant are assigned for each patient by Multi Disciplinary Team
 - b) For Neuro University Hospital of Coventry and Warwickshire NHS Trust patients, inform GP of Multi Disciplinary Team decision within 24 hours and file copy of MDT proforma in patient notes
 - c) Provide Multi Disciplinary Team decisions to all Clinicians who referred patients for discussion[#]
 - d) Contact local cancer Multi Disciplinary Team from which patient originates (there is one for each Cancer Network in the West Midlands; Pan Birmingham, Arden, Three Counties and Greater Midlands including North Staffordshire, South Cheshire, South Staffordshire and Shropshire area).

[#] Complex cases may require direct contact between medical professionals; if required, please contact Ian Edwards, Macmillan Clinical Nurse Specialist in Neuro Oncology
Tel: Internal 25326; External 02476 985326
Email: Ian.Edwards@uhcw.nhs.uk.

Pathway for Referral of Adults with Known or Suspected Brain and other CNS Tumours (including metastatic disease*) into the Neuro Oncology MDTM



#see note on page 10 of 16
*see guidelines on page 2 of 16

Neuro Oncology MDTM Referral Form

Patient will not be discussed if form is illegible. Please supply as much information as possible.

Date of MDTM	Key Worker
Name and Contact Details of Referring Clinician (address / email / phone / fax number)	
Patient Name, NHS Number, Address, Date of Birth, Contact Phone Number	Current Presenting Symptoms (including Dexamethasone Dose if applicable)
Investigations (including Imaging / Where / When)	Current WHO Performance Status 0 Normal activity 1 Capable of light work 2 Self caring, up >50% of day 3 Limited self care, up <50% of day 4 In bed
Imaging on PACS /QEHLink /CD (please circle)	
Details of Surgery (including where / when)	Details of Histology
Relevant Past Medical History (including previous oncologist if applicable)	For Metastatic Disease Primary Site? Date of Original Diagnosis? Is primary site controlled? Yes / No Extra-cranial metastatic disease? Yes / No If Yes, is it controlled? Yes / No Symptomatic metastasis? Yes / No
Details of Previous Radiotherapy (start/end dates, dose and hospital)	Details of Previous Chemotherapy (drug, number of cycles/dates and hospital)
With Concomitant Temozolomide? Yes / No	
Reason for Referral / Question to be Discussed at Neuro Oncology MDTM	
Suggestion from MDTM (to be completed at MDTM)	

Send to Louise Smith, MDT Co-ordinator; Tel: Internal 264212; External 02476 966422

Email: Louise.Smith3@uhcw.nhs.uk; Fax: Internal 25265; External 02476 965265

Please note cut off time is 12 noon on Thursday for Friday 10.00 a.m. MDTM

1. Meeting Details

The Neuro Oncology Multi Disciplinary Team meets every Wednesday from 12.00 noon – 1.30 p.m. in the Neuro Seminar Room, Ward 23, Royal Infirmary, University Hospital of North Staffordshire NHS Trust. All those with patients to be discussed are invited to attend.

2. Responsibility of Those Making the Referral

PLEASE NOTE: IF A PATIENT'S CONDITION REQUIRES URGENT REFERRAL FOR NEURO ADMISSION OR NEURO OUT-PATIENT VISIT AT UHNST IT IS THE RESPONSIBILITY OF THE REFERRER TO CONTACT THE NEURO SPR ON CALL, CONSULTANT NEUROSURGEON, NEUROLOGIST OR NEURO ONCOLOGIST AT UHNST.

2.1 Complete Neuro Oncology MDTM Referral Form (appendix 3 page 4) and send to MDT Co-ordinator*

Sue Higginson
Tel: Internal 5174; External 01782 555174
Email: susan.higginson@uhns.nhs.uk
Fax: Internal 4718; External 01782 554728

2.2 Ensure all appropriate imaging is available on PACS, University Hospital of North Staffordshire NHS Trust Link or sent on disc to:-

Sue Higginson, Multi Disciplinary Team Co-ordinators Office, University Hospital of North Staffordshire NHS Trust, Central Out-patients Department, Hartshill Road, Stoke on Trent, ST4 7PA.

Dr Wilcox\Dr Jadun\Dr Nayak Secretary, Mrs Ann Walton, X-Ray Department, University Hospital of North Staffordshire NHS Trust, Royal Infirmary, Princes Road, Hartshill, Stoke on Trent. ST4 7LN

* Please note, the cut off time for referral is usually 4.00 p.m. on Monday for addition to the Multi Disciplinary Team list for discussion on Wednesday Multi Disciplinary Team meeting. Please ensure referrals comply with these guidelines. For urgent late referrals after 4.00 p.m. on Monday but before 12.00 p.m. on Wednesday please contact Ann Walton directly to upload images for discussion at 4.00 p.m. meeting.

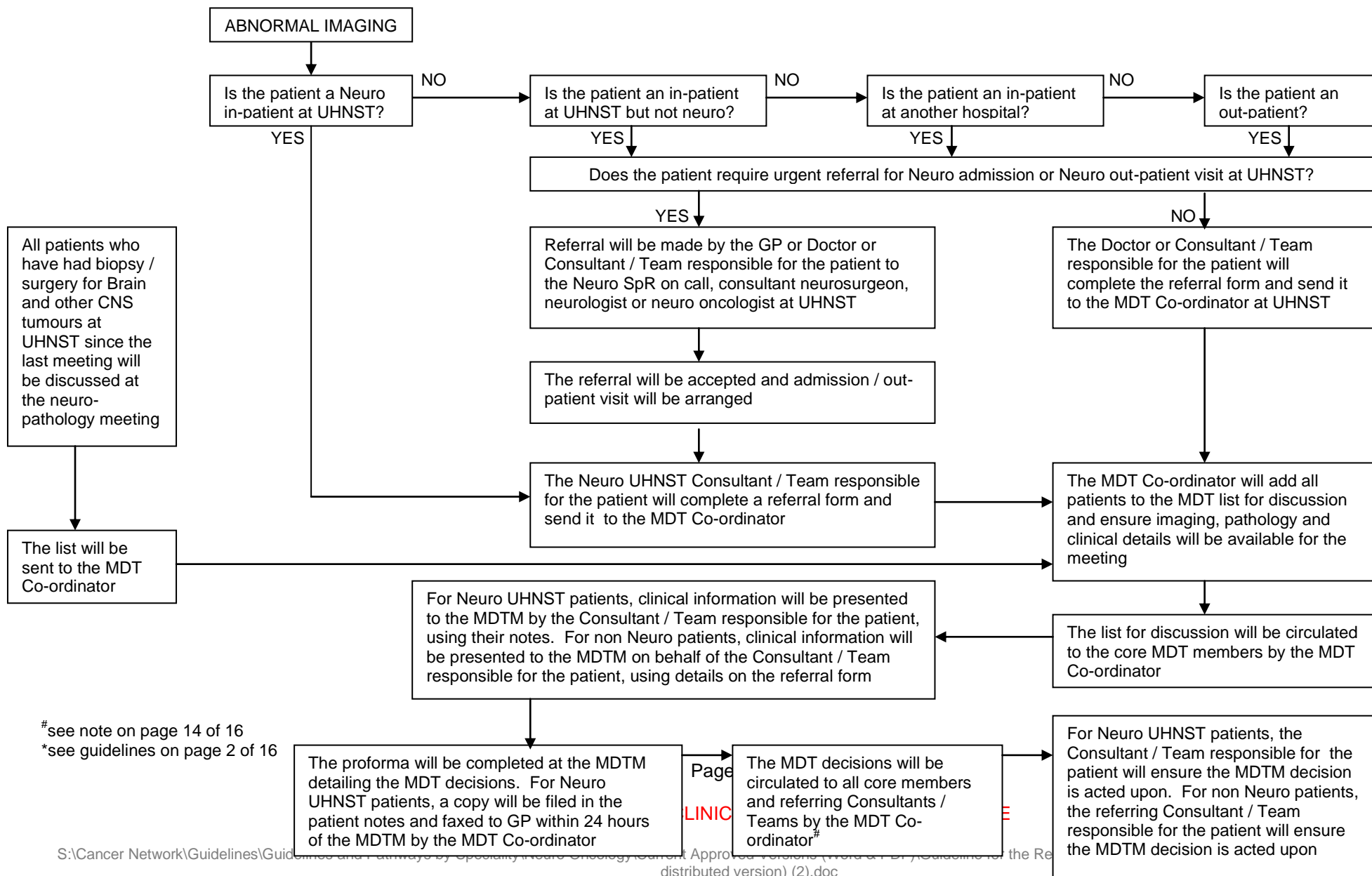
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- a) Log Patient into System for next Multi Disciplinary Team discussion and data collection
(Monday 4.00 p.m. cut off Wednesday 12.00 p.m. MDTM)
 - b) Ensure Imaging is available for all patients
(discuss with Dr Jadun's Secretary MRI Department' internal phone 5345)
 - c) Ensure Referral Form is fully completed by referring clinician.
- 3.2 Actions by Multi Disciplinary Team Co-ordinator Following the Neuro Oncology MDTM
- a) Confirm Key Worker and responsible Consultant are assigned for each patient by Multi Disciplinary Team
 - b) For Neuro University Hospital of North Staffordshire NHS Trust patients, inform GP of Multi Disciplinary Team decision within 24 hours and file copy of Multi Disciplinary Team proforma in patient notes
 - c) Provide Multi Disciplinary Team decisions to all Clinicians who referred patients for discussion[#]
 - d) Contact local cancer Multi Disciplinary Team from which patient originates (there is one for each Cancer Network in the West Midlands; Pan Birmingham, Arden, Three Counties and Greater Midlands).

[#] Complex cases may require direct contact between medical professionals; if required, please contact Catharine James, Cancer Nurse Specialist
Tel: Internal 5106; External 01782 555106
Email: Catharine.James@uhns.nhs.uk.

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Neuro Oncology MDTM Referral Form

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With Concomitant Temozolomide? Yes / No	
Reason for Referral / Question to be Discussed at Neuro Oncology MDTM	
Suggestion from MDTM (to be completed at MDTM)	

Send to Sue Higginson, MDT Co-ordinator; Tel: Internal 5174; External 01782 555174
 Email: susan.higginson@uhns.nhs.uk; Fax: Internal 4728; External 01782 554728

Please note cut off time is 4.00 p.m. on Monday for Wednesday 12.00 noon MDTM