

SCOTTISH THYROID CANCER NETWORK

TERMS OF REFERENCE

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1. Official Name

The official name of this group is Scottish Thyroid Cancer Network (STCN).

2. Purpose

Part of the Scottish Government mandate to create a Scottish Cancer Network (SCN). The SCN remit includes the task to oversee and drive improvement of existing National Managed Clinical Networks (NMCNs) for cancer and adopt similar national network approaches for other tumour sites that may benefit.

The Scottish Thyroid Cancer Network (STCN): originated from the Scottish Thyroid Cancer Project, which was established in 2018 with Scottish Government funding and hosted by the South East Scotland Cancer Network (SCAN). The project was in 'hibernation' from Spring 2020. Following a successful funding bid, it was remobilised by the Scottish Cancer Network in December 2021.

The purpose of the STCN is to support and facilitate a 'Once for Scotland' approach to cancer services which will assist in enabling equitable access to care and treatment across Scotland

2.1 Network Objectives

The key objectives of the STCN over the next two years include:

- Production of clinical guidelines on diagnosis, management and follow-up of people with thyroid cancer, with external peer review.
- Improved service quality through sustained and robust regional and national audits, linked to formal quality performance indicators and key performance indicators
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- Promotion of national audit and research to build the evidence base to better inform knowledge and assist local, regional and national planning of services for thyroid cancer patients.
- Improved ability to enrol patients from Scotland in thyroid cancer clinical trials.
- Creation of educational opportunities for professionals involved in thyroid cancer in Scotland.
- Develop online resources for patients and clinicians.
- Provide project support for the Scottish Adrenocortical Cancer Project.

2.2 Scope of the Network

The STCN Board will identify, prioritise, and progress areas of work requiring a national approach, including but not limited to:

- Connecting clinical leads across the network to learn, support, and share best practice
- Set objectives and prioritise projects, influencing the development and supporting implementation of the project
- Delivering improvement and sharing of lessons learned
- Ensuring appropriate work planning to align with STCN
- Highlighting network successes and challenges and reporting of network activities.

3. Governance and accountability

This group will be accountable to Scottish Cancer Network Programme Board and NHS NSS as the host for the Scottish Cancer Network.

Relevant members will also be accountable to the NHS Board that they are employed by for decisions taken within the advisory group.

4. Membership

The STCN membership will include representatives from a majority of NHS Scotland health boards. This will be set up in collaboration with and receive input from the three regional cancer networks in Scotland. The network has representatives from all services involved in the detection and treatment of thyroid cancer (Radiology, Pathology, Surgery, Endocrinology, Oncology, Nursing, Medical Physics and Nuclear Medicine) as well as representation from the third sector currently supporting thyroid cancer patients (Butterfly Thyroid Cancer Trust, the British Thyroid Foundation, Macmillan Cancer Support)

The STCN shall consist of an oversight Board, subgroups of each specialty, the core team from NSS as well as any ad hoc working groups created for specific tasks. The following tables outline the membership of the standing groups.

4.1 Roles and responsibilities

| Position | Responsibilities |
|------------------------|---|
| Chair | Arrange agenda Lead meetings Lead decision-making process Write and receive correspondence Act as spokesperson |
| Network manager | Provide management and support Support Chair Ensure robust working progress Drive improvements Update on SCN |
| Secretariat | Coordinate and chase-up action items Arrange meeting logistics Minute taking / noting agreed actions Circulate documents and maintain records Develop and disseminate communication products |
| All Members | Regularly attend and participate in meetings Contribute their skills, knowledge and experience Reflect the views of their Health Board or organisation or people affected by Thyroid Cancer Lead sub-groups Actively contribute to the work of this advisory group and short life working groups Consult and disseminate information where appropriate and necessary |

4.2 Membership list

List of members for the STCN in Appendix a

5. Decision making

Decisions are taken by reaching consensus among the majority of full members present through discussion. All decisions made by the group will be documented appropriately by the SCN team.

6. Meeting arrangements

6.1 Chair

Board meetings will be chaired by Professor Mark Strachan, STCN Clinical Lead, NHS Lothian.

6.2 Frequency of meetings

The Board will meet as required to update on the workplan progress – timeframe to be agreed by participants at each meeting. Subgroups will meet as required on a more ad-hoc basis to accommodate needs of the subgroup to ensure robust working progress. The responsibility of the working progress lies with the chair and the subgroups.

6.3 Agenda

Board agenda items will be agreed by the Chair prior to wider circulation in advance of the meeting. The agenda and any associated papers will be circulated to members and, any invited attendees, by email in advance of the meetings.

6.4 Minutes

A minute of the Board meetings (focusing on key actions, decisions and key points of the meeting) will be drawn up by the Scottish Cancer Network Team on behalf of the STCN Group to provide a record of business. The names of those members present will be recorded in the minutes. Approval of minutes, incorporating any necessary amendments, will be obtained at the next meeting. Any new actions noted during the meeting will be followed-up by the STCN, including the owner of the action. It is expected that all outstanding actions will be closed or progressed before the next meeting.

6.5 Attendance and format

Members are expected to attend all meetings. The substitution of a deputy is acceptable on the understanding that the deputy will be able to contribute to the discussion and provide a report on the meeting to the substantive member. Members submitting apologies for meetings, and who are unable to send a deputy, are expected to notify the STCN Chair or Scottish Cancer Network Team in advance.

Meetings will only go ahead if there is a quorum of members in attendance. A meeting can be considered quorate if the chair considers that those present provide sufficiently broad representation of the network's stakeholders. This must, at very least, meet the following criteria:

- There are more than half of the members present (or represented by a deputy)
- Those present must include at least 1 staff side representative.

Other representatives may be invited to meetings as observers only or special guest speakers.

7. Confidentiality

Members are encouraged to share the work in progress to engage with local groups for feedback. etc. No confidentiality is required.

8. Approval

Terms of reference approved by: STCN BOARD MEMBERS

Date: December 2022

Annex A. STCN Board membership

| STCN Board | | | |
|-------------------|---|---|---------------------------------------|
| Name | Role | STCN Role | Organisation |
| Mark Strachan | STCN Consultant Endocrinologist | Chair - Lead Clinician | NHS Lothian |
| Claire McArthur | Consultant Radiologist | Radiology Sub-Group Chair | NHS GGC |
| Louise Smart | Consultant Pathologist | Pathology Sub-Group Chair | NHS Grampian |
| Irene Wotherspoon | Advanced Clinical Nurse Specialist, Neuro-endocrine and Thyroid Cancer | CNS representative | NHS GGC |
| Morna MacNeill | Consultant Pathologist | Pathology Sub-Group Chair | NHS Lothian Butterfly Cancer Trust |
| Kate Farnell | Patient Thyroid Cancer Advisor | Patient representative | |
| Lucy Wall | Consultant Medical Oncologist | Oncology Sub-Group Chair | NHS Lothian |
| Richard Adamson | ENT Surgeon Consultant & Clinical Lead | Surgical Sub-Group Chair Co-chair RAI and LTFU | NHS Lothian |
| Prakash Abraham | Endocrinologist | Sub-Group Chair Co-chair RAI and LTFU | NHS Grampian |
| Kathryn Graham | Consultant Clinical Oncologist | Sub-Group Chair | NHS GGC |
| Omar Hilmi | ENT Surgeon | Paediatric Thyroid Cancer representative | NHS GGC |

Annex B. STCN subgroups membership

| Radiology subgroup | | |
|--------------------------------|------------------------|----------------------|
| Name | Role | Organisation |
| Claire McArthur (chair) | Consultant Radiologist | NHS GGC |
| Dilip Patel | Consultant Radiologist | NHS Lothian |
| Jenny Ballantyne | Consultant Radiologist | NHS Lanarkshire |
| Alan Ogg | Consultant Radiologist | NHS Ayrshire & Arran |
| Jonathan Brodie | Consultant Radiologist | NHS Grampian |
| Thiru Sudarshan | Consultant Radiologist | NHS Tayside |
| John Bayliss | Sonographer | NHS Grampian |
| Ewen Robertson | Consultant Radiologist | NHS Forth Valley |
| Dympna McAteer | Consultant Radiologist | NHS Grampian |
| McElroy Jayne | Radiographer | NHS GGC |
| Claire Lindsay | Sonographer | NHS GGC |
| Sarah Eljamel | Consultant Radiologist | NHS Lothian |

| Pathology subgroup | | |
|-------------------------------|--|----------------------|
| Name | Role | Organisation |
| Morna MacNeill (chair) | Consultant Pathology | NHS Lothian |
| Amanda Paton | Consultant Pathology | NHS Forth Valley |
| Arunima Mukhopadhyay | Consultant Pathology | NHS Ayrshire & Arran |
| Brendan Conn | Consultant Pathologist | NHS Lothian |
| Lorna Cooper | Consultant Pathologist | NHS GGC |
| Dawn Fleming | Consultant Pathology | NHS Tayside |
| Maha Elgoweini | Consultant Histopathologist | NHS Ayrshire & Arran |
| Ghada Bashat | Consultant • Laboratory Medicine | NHS Grampian |
| Grant Stenhouse | Consultant Pathologist | NHS Highland |
| Douglas McLellan | Consultant Pathologist | NHS GGC |
| John Millar | Consultant Pathologist | NHS Lanarkshire |
| Natasha Inglis | Consultant Pathologist (Cellular) | NHS Highland |
| Sampada Gupta | Consultant Pathologist | NHS Fife |
| Cynthia Van der Horst | Consultant cytopathologist (Pathology) | NHS GGC |
| Andrew Wood | Consultant Pathologist | NHS Lothian |
| Sylvia Wright | Consultant Pathologist | NHS GGC |
| Louise Smart | Consultant Pathologist | NHS Grampian |
| Lorna Cottrell | Consultant Pathologist | NHS Ayrshire & Arran |

RAI & Long term follow up subgroup

| Name | Role | Organisation |
|--------------------------------|--|--------------------------------|
| Prakash Abraham (chair) | Consultant Diabetes/Endocrinology | NHS Grampian |
| Kathryn Graham (chair) | Consultant Clinical Oncologist | NHS GGC |
| Victoria Bassett-Smith | Head of Nuclear Medicine Physics | NHS Lothian |
| Lisa Black | | NHS Lothian |
| Colin Brown | Consultant Clinical Scientist • DCPB | NHS GGC |
| David Colville | Consultant Acute Medicine/Nuclear Medicine | NHS GGC |
| John Davidson | Consultant Physician • Nuclear Medicine | NHS Tayside |
| Kate Farnell | CEO of Butterfly Thyroid Cancer Trust | Butterfly Thyroid Cancer Trust |
| Fraser Gibb | Consultant • Endocrinology | NHS Lothian |
| Alex Graveling | Consultant • Diabetes | NHS Grampian |
| Aidah Isa | Consultant • ENT | NHS Highland |
| Kempton Linda | Head and Neck Nurse Practitioner for Oncology | NHS Lothian |
| Sandra MacRury | Consultant Physician • Consultants | NHS Highland |
| Fergus McKiddie | Consultant Physicist • Medical Physics | NHS Grampian |
| Kenneth Muir | Consultant • Diabetic Services | NHS Highland |
| Dilip Patel | Consultant Radiologist • Radiology | NHS Lothian |
| Lorna Rashid | | NHS Lothian |
| David Smith | | NHS Tayside |
| Maria Squires | Clinical Scientist • Labs - Biochemistry | NHS Lothian |
| Irene Wotherspoon | Advanced Clinical Nurse Specialist, Neuro-endocrine and Thyroid Cancer | NHS GGC |
| Clare Monaghan | Head of nuclear medicine physics | NHS Tayside |

Oncology subgroup

| Name | Role | Organisation |
|--------------------------|-------------------------------------|--------------------------------|
| Lucy Wall (chair) | Consultant Medical Oncologist | NHS Lothian |
| Kathryn Graham | Consultant Clinical Oncologist | NHS GG&C |
| Richard Casasola | Consultant Clinical Oncologist | NHS Tayside |
| Kate Farnell | Patient Representative and Director | Butterfly Thyroid Cancer Trust |
| Nick Reed | Consultant Clinical Oncologist | NHS GG&C |
| Adnan Shaukat | Consultant Oncologist | NHS Grampian |
| Devraj Srinivasan | Consultant Clinical Oncologist | NHS Lothian |
| Irene Wotherspoon | Advanced Clinical Nurse Specialist | NHS GG&C |

| Surgical subgroup | | |
|--------------------------------|------------------------------|--------------------------------|
| Name | Role | Organisation |
| Richard Adamson (chair) | ENT Surgeon | NHS Lothian |
| David Smith | General Surgeon | NHS Tayside |
| Panagiotis Asimakopoulos | ENT Surgeon | NHS GG&C |
| Sebastian Aspinall | Breast and Endocrine Surgeon | NHS Grampian |
| Gavin Browning | General Surgeon | NHS Lothian |
| Andy Chin | ENT Surgeon | NHS Lanarkshire |
| Louise Clark | ENT Surgeon | NHS GG&C |
| Kate Farnell | Patient Representative | Butterfly Thyroid Cancer Trust |
| Ashley Hay | ENT Surgeon | NHS Lothian |
| Omar Hilmi | ENT Surgeon | NHS GG&C |
| Anne Hitchings | ENT Surgeon | NHS GG&C |
| Aidah Isa | ENT Surgeon | NHS Highlands |
| SweeKeong Kang | ENT Surgeon | NHS Lanarkshire |
| Alison Lannigan | General Surgeon | NHS Lanarkshire |
| Jenny Montgomery | ENT Surgeon | NHS GG&C |
| Iain Nixon | ENT Surgeon | NHS Lothian |
| Karol Pal | General Surgeon | NHS Borders |
| Muhammad Shakeel | ENT Surgeon | NHS Grampian |
| Bareen Shah | General Surgeon | NHS Dumfries & Galloway |
| Iain Smillie | ENT Surgeon | NHS Lanarkshire |
| Murray Stewart | ENT Surgeon | NHS GG&C |
| Richard Townsley | ENT Surgeon | NHS Ayrshire & Arran |
| Sonia Wakelin | General Surgeon | NHS Lothian |
| David Walker | ENT Surgeon | NHS Fife |
| Carol Watson | General Surgeon | NHS GG&C |
| Michail Winkler | General Surgeon | NHS Forth Valley |
| Justin Yeo | ENT Surgeon | NHS Fife |
| Elizabeth Ward | Surgeon | NHS Lothian |
| Alastair Hayes | Endocrine surgeon | NHS Tayside |

Annex C. ACC membership

| BOARD | | | |
|---------------------|--|---------------------------------|--------------|
| Name | Role | ACC role | Board |
| Mark Strachan | STCN Consultant Endocrinologist | Chair - Lead Clinician | NHS Lothian |
| Carol Watson | Consultant Surgeon, General Surgery | Chair - Surgical | NHS GGC |
| Prakash Abraham | Consultant & Clinical Lead Endocrinology | Member - medical | NHS Grampian |
| Sebastian Aspinall | Consultant, General Surgery | Member - surgical | NHS Grampian |
| Marie Freeland | Consultant Physician | Chair - Medical | NHS GGC |
| David MacFarlane | Consultant Physician | Member - medical | NHS Highland |
| Paul Newey | Consultant, Medicine & Cardiovascular | Member - medical | NHS Tayside |
| Dilip Patel | Consultant Radiologist | Chair - Radiology | NHS Lothian |
| Colin Perry | Consultant, Endocrinology | Member - medical | NHS GGC |
| David Smith | Consultant, Surgery | Member - surgical | NHS Tayside |
| John Terrace | Consultant Surgeon, Transplant | Member - surgical | NHS Lothian |
| Euan Thomson | Consultant in Anaesthesia | Member - surgical | NHS Lothian |
| Ian Wilson | Consultant Urologist | Member - surgical | NHS Highland |
| Samer Zino | Consultant, Upper GI and Bariatric Surgery | Member - surgical | NHS Tayside |
| Adnan Shaukat | Oncologist | Member - medical | NHS Grampian |
| Ian Sanders | Oncologist | Member - medical | NHS Tayside |
| Sarah Erridge | Oncologist | Member - medical | NHS Lothian |
| Nick Reed | Oncologist | Member - medical | NHS GGC |
| Amy Martin | Specialist Registrar | Member - medical | NHS GGC |
| Ghada Bashat | Pathologist | Member - pathology | NHS Grampian |
| Dawn Fleming | Pathologist | Member - pathology | NHS Tayside |
| Andrew Wood | Pathologist | Chair-Pathology | NHS Lothian |
| Lorna Cooper | Pathologist | Member - pathology | NHS GGC |
| tbc | Pathologist | Member - pathology | NHS Grampian |
| Dympna McAteer | Radiologist | Member - radiology | NHS Tayside |
| Robert Foster | Radiologist | Member - radiology | NHS Lothian |
| Dilip Patel | Radiologist | Member - radiology | NHS GGC |
| Srikanth Puttagunta | Radiologist | Member - radiology | NHS GGC |
| tbc | Radiologist | Member - radiology | NHS GGC |
| Shubhanshu Gupta | Clinical Director, Anaesthetics | Member - surgical | NHS Lothian |
| Morna MacNeill | Consultant Pathology Labs - Pathology | Member - pathology | NHS Lothian |
| Jo Grey | CEO Amend | Member - patient representation | NHS Tayside |
| Alastair Hayes | endocrine surgeon | Member | NHS Tayside |

MEDICAL

| Name | Role | Board |
|----------------------------|---|--------------|
| Marie Freel (chair) | Consultant Physician • IAU | NHS GGC |
| Prakash Abraham | Consultant Diabetes/Endocrinology • Diabetes | NHS Grampian |
| Sara Erridge | Consultant Clinical Oncologist-Hon -Prof.Lead Cl. Onc | NHS Lothian |
| David MacFarlane | Consultant Physician | NHS Highland |
| Amy Martin | Consultant Clinical Oncologist • Regional Services | NHS GGC |
| Paul Newey | Consultant • Medicine and Cardiovascular | NHS Tayside |
| Colin Perry | Consultant • Endocrinology | NHS GGC |
| Nick Reed | Clinical Oncologist | NHS GGC |
| Ian Sanders | Consultant Clinical Oncologist • Regional Services | NHS Tayside |
| Arif Adnan Shaukat | Consultant Oncologist | NHS Grampian |
| Rachel Livingston | General Medicine | NHS GGC |

RADIOLOGY

| Name | Role | Board |
|-----------------------------|------------------------|--------------|
| Dilip Patel (chair) | Consultant Radiologist | NHS Lothian |
| Dympna McAteer | Radiologist | NHS Grampian |
| Robert Foster | Radiologist | NHS Tayside |
| Srikanth Puttagunta | Radiologist | NHS GGC |
| Dileep (Narayanan) Chathoth | Radiologist | NHS Highland |
| Stephan Voigt | Radiologist | NHS Highland |

PATHOLOGY

Pathology ACC part of the Pathology Thyroid Cancer subgroup

SURGICAL

| Name | Role | Board |
|-----------------------------|--|--------------|
| Carol Watson (chair) | Consultant Surgeon, General Surgery | NHS GGC |
| Sebastian Aspinall | Consultant, General Surgery | NHS Grampian |
| Shubhanshu Gupta | Clinical Director, Anaesthetics | NHS GGC |
| David Smith | Consultant, Surgery | NHS Tayside |
| John Terrace | Consultant Surgeon, Transplant | NHS Lothian |
| Euan Thompson | Consultant in Anaesthesia | NHS Lothian |
| Ian Wilson | Consultant Urologist | NHS Highland |
| Samer Zino | Consultant, Upper GI and Bariatric Surgery | NHS Tayside |
| Elizabeth Ward | Consultant, Surgery | NHS Lothian |
| Alastair Hayes | endocrine surgeon | NHS Tayside |

