

**Appendix X:  
Guideline Contributors**

Mark Taylor, Otolaryngologist-Head and Neck Surgeon  
Jonathan Trites, Otolaryngologist Head and Neck Surgeon  
Joseph Nasser, Otolaryngologist Head and Neck Surgeon  
Rob Hart, Otolaryngologist Head and Neck Surgeon

Mary Davis, Medical Oncologist

Mal Rajaraman, Radiation Oncologist (Chair)  
Derek Wilke, Radiation Oncologist  
Helmut Hollenhorst Radiation Oncologist

Steve Morris, Plastic and Reconstructive Surgeon

Martin Bullock, Pathologist

Stuart Richardson, Prosthodontist  
Paula Yliheikkila, Prosthodontist

Archie Morrison, Oral Maxillofacial Surgeon

Bethany Hopkins, Dietitian  
Andrea Godfreyson, Dietitian  
Sarah Pearson, Dietitian

Judy Schmidbauer, Speech-Language Pathologist  
Sharon Fisher, Speech-Language Pathologist  
Karen Barnett, Speech-Language Pathologist

Karen Woodworth, Oncology Nurse  
Judi Philips, Otolaryngology Nurse  
Laura Carmichael, Nurse Educator  
Lori Bambury, Oncology Nurse  
Bev Baker, Otolaryngology Nurse

Mary McPhee, Otolaryngology Nurse  
Kendra Dill, Clinical Trials Nurse

Susan Kenney, Social Worker  
Janice Howes, Psychologist

Larry Broadfield, Manager, Systemic Therapy Program  
CCNS  
Jill Petrella, Quality Co-ordinator CCNS

Thanks to Heather MacKenzie, Cancer Site Team  
Secretary for coordinating and organizing all of the  
meetings and circulation of drafts.

**Appendix XI: Guideline Development Process**

This guideline has been developed collaboratively by members of the Cancer Care Nova Scotia Head and Neck Cancer Site Team. The process began in February 2003.

This guideline was written for an audience of general practitioners and other non-oncology specialist health professionals involved in caring for patients with Head and Neck Cancers. As such, it is a synthesis of knowledge and evidence, and reflects the practice policies of the Head and Neck Cancer Site Team in Nova Scotia. The written text on management is supported by the graphic flowcharts.

Decisions were made by consensus and were based on the team members’ understanding of the current evidence, and current head and neck cancer practices in Nova Scotia.

Larry Broadfield coordinated the writing of the Supportive Care sections and Jill Petrella coordinated the writing of the site specific sections. The Cancer Care Nova Scotia (CCNS) Guideline Resource Team advised on process and format issues. Members of the Head and Neck CST were asked to complete a Statement of Conflict of Interest.

In June, 2006, Dr Vincent Grégoire, Professor in Radiation Oncology, Université Catholique de Louvain, and Associate Head of Clinic, Radiation Oncology Dept., St-Luc University Hospital, Brussels, Belgium was a visiting speaker at the Department of Radiation Oncology and reviewed the practice pathways, which were revised based on his feedback.

The draft document was sent for external review in March 2007. As Head and Neck cancers are relatively uncommon

and are treated by sub-specialty teams, the draft guideline was sent to each provincial cancer agency in Canada for review by its Head and Neck team. The British Columbia Cancer Agency and Cancer Care Ontario listed the names of the members of their Head and Neck teams on their websites so copies of the guideline were sent to each named individual. Copies were also sent to specific individuals identified by members of the Cancer Care Nova Scotia Head and Neck team who were known to have an interest in Head and Neck cancers. No follow up reminders were sent.

In total, 101 surveys were sent and 17 were returned. In addition, we were contacted by two teams in Ontario asking for electronic copies so that the guideline could be reviewed by the entire team.

**Survey Results**

**Responses to Key questions**

**Overall, you agree with the content and recommendations of this guideline.**

Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree	No Answer
6	8	0	2	0	1

**A guideline on this topic will be useful to health professionals**

Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree	No Answer
9	6	0	0	0	2

**Would you use this guideline in your own practice?**

Yes	No	Unsure	No Answer
12	1	2	2

The Head and Neck CST reviewed the external review results, made changes as appropriate and approved the guideline for dissemination. The most significant change made as a result of the external review was regarding the recommendation that patients receiving concurrent chemotherapy and radiation therapy have prophylactic g-tubes inserted. It has been revised to recommending that prophylactic g-tube placement be discussed with these patients.

The CST-approved document was reviewed by the Guidelines Resource Team against the AGREE tool for guideline evaluation. The final guideline was approved by the Medical Advisor for Cancer Care Nova Scotia.

The guideline will be reviewed three years after approval or revised as new evidence becomes available. The development of this guideline was funded by CCNS. CCNS staff also supported the guideline development process. CCNS funded the design, printing, dissemination and analysis of the guideline survey as well as the printing and

dissemination of the approved guideline. The views and interests of CCNS have not influenced the Head and Neck CST’s recommendations in this guideline.

**Acknowledgements:**

The Head and Neck Cancer Site Team and the Guideline Resource Team of Cancer Care Nova Scotia gratefully acknowledge the following teams and individuals who took the time to review the draft guideline and provide feedback:

The ENT/Oncology Group at Atlantic Health Sciences Centre, Saint John New Brunswick

K. Haider, Medical Oncologist, Saskatoon Cancer Centre, Saskatoon, Saskatchewan

John Yoo, MD, FRCSC, FACS Chairman & City-wide Chief, Department of Otolaryngology, Director of Head and Neck Oncology and Reconstructive Surgery, University of Western Ontario, London, Ontario

Phuc Felix Nguyen-Tan, MBCM, FRCP(C) Assistant Professor of Radiation Oncology, CHUM Notre-Dame Hospital Montreal QC

Sue Snelgrove RN British Columbia Cancer Agency

Sandra Shostak, Oral Oncology British Columbia Cancer Agency Vancouver BC

Sanna Pellat Bsc (Pharm) Drug Distribution Coordinator, BC Cancer Agency Vancouver Island Centre

The others who reviewed the guideline but wished to remain anonymous.

Table 8 Surveys sent and responses received													
	AB	BC	ON	MB	PEI	NB	PQ	NS	SK	NL	Total sent	Responses by discipline	% response by discipline
Ambulatory Care		2									2	0	0
Anatomical Pathology		2									2	2	100%
Chair, H&N Cancer Disease Site Group		1	1	1							3	n/a	n/a
Other provincial contact	1		1						1	1	4	n/a	n/a
Clinical Associate		1									1	0	0
Diagnostic Imaging		1									1	0	0
Dietitian		2	1								3	1	33%
Endocrinology/ Int. Med.		1									1	0	0
Health Info. Services		1									1	0	0
Hyperbaric Medicine		1									1	0	0
Medical Oncology		10			1			1			12	2	16%
Nuclear Medicine		2									2	0	0
Oral & Maxillofacial Surgery		4									4	0	0
Oral Oncology		10									10	0	0
Otolaryngology	2	8	1			1*					11	3	18%
Patient/Family Counseling		2									2	0	0
Pharmacy		1									1	1	100%
Plastic Surgery		1									1	0	0
Radiation Oncology	2	12	1			1*	1				17	4	23%
Research		1	1								2	0	0
Speech Language Pathologist		1		1				1			3	1	33%
Surgery		4									4	0	0
Other		1	12								13	2 RNs 2 dentists 1 other	61%
<b>Total Sent</b>	<b>6</b>	<b>69</b>	<b>18</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>101</b>	<b>19</b>	<b>19%</b>
<b>Responses by province</b>	<b>1</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>17</b>		<b>17%</b>
<b>% response by province</b>	<b>16%</b>	<b>10%</b>	<b>16%</b>	<b>0</b>	<b>0</b>	<b>100%</b>	<b>100%</b>	<b>50%</b>	<b>100%</b>	<b>0</b>	<b>16%</b>	Because some teams completed one survey, the number of disciplines who responded is higher than the number of provincial responses	