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| **2 week Urgent Referral for Suspected Head & Neck Cancer (*ex*cluding Thyroid)**   |
|  |  February 2018 |

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| **Patient’s details** | **Patient’s background and culture** |
| Surname  |  | Ethnicity  |  |
| Forename |  | 1st language  |  |
| Known As |  | Interpreter required? Y [ ]  N [ ]  |
| DOB  |  | Age |  |  |
| Sex |  | Title |  | **GP details** |
| NHS No |  | Referring GP |  |
| Address &Postcode  |  | GP address |  |
|  |  | GP Tel no |  |
| Hospital No |  | GP Fax no |  |
| Email |  | Practice Email |  |
| **Phone Numbers** | Preferred Number(s) | Can leave messages? | **Referral Dates** |
| Home  |  | **[ ]**  | **[ ]**  | Referral date |  |
| Work |  | **[ ]**  | **[ ]**  | Date received |  |
| Mobile |  | **[ ]**  | **[ ]**  |  |  |
| **Dentist details (if known)** |
| Name |  | Telephone Number |  |
| Practice |  | Fax Number |  |

| **2ww referral communication checklist****it is essential that you answer all questions in this section** |
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| I have explained to the patient that they may have cancer and I am referring them on the 2 Week Wait Suspected Cancer Pathway | [ ]  Yes | [ ]  No – why not?  |
| Is the patient available for an appointment within the next 14 days? | [ ]  Yes | *NB. Please only submit this referral when the answer is* ***Yes*** |
| Has the patient been given the Fast Track Pathway information leaflet?Information leaflets can be printed from hereCtrl-Click **[occg.info/2WW-PIL](http://occg.info/2WW-PIL)** | [ ]  Yes | [ ]  No – why not?  |
| IMPORTANT:Please ensure this patient is available from referral for further hospital appointments and investigations.Failure to check this may result in wasted appointments.If the patient cannot attend immediately (e.g. booked travel) please negotiate a delay in referral.Please indicate any exceptional circumstances here  |
| I have explained to the patient that, to ensure they are seen within 14 days, appointments may be offered at either Oxford or Banbury | [ ]  Yes | [ ]  No – why not?  |
| **Once cancer has been excluded the patient will be referred back to you, their GP**, other than in exceptional circumstances where immediate onward referral is deemed clinically necessary by the secondary care clinician |

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| **Referral Criteria**Ctrl-Click [**occg.info/2ww-HeadandNeck**](http://occg.info/2ww-HeadandNeck) |
| **Thyroid** | Please use the dedicated form “2WW Suspected Thyroid Cancer” |
| **ERS Service Selection****Specialty: 2WW****Clinic Type: 2WW Head & Neck*****If ERS is unavailable*** please email to **PCC2wwOxford@nhs.net** and request a Read Receipt when sending |
| **ENT** | **Salivary Gland** | [ ]  | Details:  | **Please select all three clinics for ENT referrals** |
|  | **Maxillary Sinus** | [ ]  | Details:  |  |
|  | **Nasal** | [ ]  | Details:  |  | ✓ Suspected Head and Neck Cancer-ENT-(JR)✓ Suspected Head and Neck Cancer-ENT-(CH)✓ Suspected Head and Neck Cancer-ENT-(HGH) |
|  | **Post-Nasal Space** | [ ]  | Details:  |  |  |
|  | **Hoarseness** | Patient’s Age | [ ]  | ≥45 with persistent unexplained hoarseness  |  |  |
|  | **Tonsil/Tongue Base** | [ ]  | Unilateral sore throat |  |  |
|  |  | [ ]  | Unilateral Otalgia |  |  |
|  |  | [ ]  | Tonsillar enlargement / ulceration |  |  |
| **Neck Lumps** | [ ]  | Persistent unexplained lump in neck | **Please select all four clinics for Neck Lump referrals** |
|  |  |  | ✓ Neck Lump-Suspected Head and Neck Cancer-OMFS-(CH) |
|  |  |  | ✓ Neck Lump-Suspected Head and Neck Cancer-OMFS-(JR) |
|  |  |  | ✓ Neck Lump-Suspected Head and Neck Cancer-ENT-(CH) |
|  |  |  | ✓ Neck Lump-Suspected Head and Neck Cancer-ENT-(JR) |
| **Oral & Max-Fax Surgery** | **For Oral symptoms NICE recommends urgent dentist referral first but****if not practical, use 2-week wait pathway if concerned** | [ ]  | Ulceration in oral cavity > 3 weeks | **Please select both clinics for Oral & Max-Fax Surgery referrals** |
|  |  | [ ]  | Lump on lip or oral cavity |  | ✓ Suspected Head and Neck Cancer-OMFS-(JR)✓ Suspected Head and Neck Cancer-OMFS-(CH) |
|  |  | [ ]  | Red, or red and white, patch in oral cavity consistent with erythroplakia or erythroleukoplakia |  |  |

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| **Management of patients who are receiving anticoagulation**Information required to allow the most patients to move ‘**straight to test**’ prior to OPAFailure to supply this information may **delay** their progress and result in unnecessary appointments |
| This patient **IS NOT** anticoagulated | **[ ]**  |
| This patient **IS** anticoagulated with |  |
| Reason for anticoagulation |  |
| Had an INR of |  | On:  |
| History of bleeding disorder | [ ]  No  | [ ]  Yes – details:  |

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| Narrative of referral letter / additional information(please highlight any significant comorbidities) |
| [ ]  | Please tick here if you are sending any additional documents The referral narrative should be typed onto this form, not in a separate letter |
| [ ]  | Please tick here if the patient *does not meet* the 2 week wait criteria but you feel they still warrant urgent investigation under this pathway, and outline the details belowThis referral will then be triaged by the specialist prior to acceptance |
| Please type your clinical referral in the next row |
|       |

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| **Additional patient information** |
| **Manually entered** |
|  | Family history of any cancer       |
|  | Never smokedPast smokerCurrent smoker |  [ ]  [ ]  [ ]  |
|  | Alcohol consumption       units per week |

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| **Performance Status Key**(to be **completed by GP** to assist provider with booking an appropriate clinic appointment)Failure to provide this information may lead to a wasted appointment |
| **Fully active**, able to carry on all pre-disease performance without restriction | **0** | **[ ]**  |
| **Restricted in physically strenuous activity** but ambulatory and able to carry out light/sedentary work, e.g. house or office work | **1** | **[ ]**  |
| Ambulatory and capable of self-care, but **unable to carry out work activities** Up and active > 50% of waking hours | **2** | **[ ]**  |
| **Capable of only limited self-care**. Confined to bed or chair >50% of waking hours | **3** | **[ ]**  |
| **Completely disabled**. Cannot carry out any self-care. Totally confined to bed or chair | **4** | **[ ]**  |

Consultations

Medication

Problems

Allergies