Appendix

Codes for interview transcripts:

(1)(2) Cancer nurse specialists
(3)(4) Consultant ENT Surgeons
(5) Consultant Anaesthetist
(6) Dietician
(7) SLT
(8) Physiotherapist
(9) Consultant Radiologist
(10) Consultant Oncologist
(11)(12) Consultant Maxillofacial Surgeons
CONSENT FORM (version 1, 18/11/05)
The function of the multidisciplinary team meetings for head and neck cancer

Name of Researcher:

Please initial box

1. I confirm that I have read and understand the information sheet dated 21/10/05 for the above study.

2. I understand that my participation is voluntary and that I am free to withdraw at any time.

3. I agree to take part in the above study.

<table>
<thead>
<tr>
<th>Name of participant</th>
<th>Date</th>
<th>Signature</th>
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<th>Name of person taking consent (if different from researcher)</th>
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Researcher

Date

Signature
PARTICIPANT INFORMATION SHEET (version 2, 21/10/05)

Re: The function of the multidisciplinary team meetings for head and neck cancer

Dear .............

You are being asked to participate in a research study at your place of work.

Multidisciplinary team meetings (MDM) have been shown to be of value in managing patients with head and neck cancer, but yet very little has been published regarding the group dynamics within the meetings. Do certain professionals attend for education purposes or to contribute in the discussion of patient management? Do some professionals feel inhibited about contributing when they want to, or would they welcome a more schematic approach allowing regular individual input? Or is the MDTM working well, and all participants are satisfied? We, a team of researchers from xxxx are currently investigating the function of the MDTM and are seeking your participation.

We are in the process of contacting prestigious head and neck centres from around the UK to investigate the function of the MDTM and the opinions of the staff who regularly attend. We would like to conduct a single audiotaped interview of 30 minutes' duration with one staff member from each of the professional groups (surgeons, oncologists, radiologists, SLTs, dieticians, nurses etc). The interviews will take place at your place of work. All information given will be strictly confidential, and other participants will not be made aware of your participation should you so wish it. All interviews will be transcribed and themes identified. We shall send you a summary of the main themes that were identified in your interview and will ask you to validate the findings. If permitted we will make the findings of each individual centre known to the participants in an attempt to improve the service if required.

We hope you will gain a lot from participating in the study, especially as it will give you opportunity to make your feelings known about the MDM in confidence. We hope this study will indirectly improve patient service also.

You will be contacted by the Principal Researcher to ascertain whether you would like to take part or not. If you have any queries or questions, please do not hesitate to contact us on the above number/address.

Thank you for taking the time to read this.

Yours sincerely,

xxxx, SpR ENT, (Principal Researcher)

Prof. xxxx, Professor of Laryngology.
Interview Guide, version 1

1. What is the function of the MDM?
2. What is your role in the MDM?
3. What is its function from your point of view?
4. What influence does it have on your work, if any at all?
5. What was it like before the MDM?
6. Would you normally contribute to the MDM? If not, why not – do you think you need to?
7. What do you like about the MDM?
8. What don’t you like about it?
9. In a perfect world, what would you like to see happen to the way the MDM is run.
Dear Mr. Arya,

Full title of study: The function of the multidisciplinary team meetings for head and neck cancer: a multi-regional qualitative analysis
REC reference number: 05/Q1505/111

The REC gave a favourable ethical opinion to this study on 06 December 2005.

Further notification(s) have been received from local site assessor(s) following site-specific assessment. On behalf of the Committee, I am pleased to confirm the extension of the favourable opinion to the new site(s). I attach an updated version of the site approval form, listing all sites with a favourable ethical opinion to conduct the research.

Research governance approval

The Chief Investigator or sponsor should inform the local Principal Investigator at each site of the favourable opinion by sending a copy of this letter and the attached form. The research should not commence at any NHS site until research governance approval from the relevant NHS care organisation has been confirmed.

Statement of compliance

The Committee is constituted in accordance with the Governance Arrangements for Research Ethics Committees (July 2001) and complies fully with the Standard Operating Procedures for Research Ethics Committees in the UK.

05/Q1505/111 Please quote this number on all correspondence

Yours sincerely

An advisory committee to Cheshire and Merseyside Strategic Health Authority