

Kent & Medway Cancer Collaborative		Workplan: Gynae Tumour Site Specific Group (TSSG) 2015/2016				
		KMCC Lead: N.Aluwalia		Chair: A.Papadopoulos		
Objectives:						
Main conduit of providing expert clinical advice to secondary and tertiary level providers of care, Primary Care, Clinical Commissioning Groups (CCGs), Specialist Commissioning Teams, Cancer Boards, Clinical Senates, SEC Strategic Clinical Network (SCN) as well as Health & Well Being Boards.						
Manage the development of IOG compliant clinical guidance & service redesign in order to maximise a clinically effective and safe, evidence based patient experience.						
To bring together key stakeholders locally & nationally (i.e. clinicians, nurses, managers, commissioners & project teams) in order to work in close collaboration through the TSSG forum in order to facilitate improving the quality, efficiency & productivity of patient care, services & outcomes + resolve problems as quickly & as cost-effectively as possible whilst ensuring that any improvements in patient care are sustainable, impact assessed & continually improved						
The TSSG must provide clinically approved, safe and appropriate care in order to reassure purchasers, providers and patients by reviewing, auditing and testing adherence to the agreed pathways and guidance and ensure they are timely and hit all targets set by the NCIN monitoring standards						
	Objective & Purpose	Start	Finish	Resource Names	Actions	Target date - Progress
1. Clinical Guidelines and Clinical Governance						
1.1	Review of the 4 Pathways of Care (PoCs) (Endometrial, Vaginal & Vulval, Ovarian, Cervical) every 2 years to ensure that these guidelines remain fit for purpose	Due June 2016		NA/AP	Review Spring 2016 Meeting. Follow up documentation to be reviewed as discussed in the October meeting. AP to update this, section on follow up in the pathways to be reviewed	NA/AP for Spring 2016 meeting
1.2	Review of the High Level Operational Policy (HoP) every 2 years to ensure that it remains fit for purpose	Due Nov 2016		NA/AP	Review Autumn 2016 Meeting	
1.3	Review of the Oncology Guidance every 2 years to ensure that these guidelines remain fit for purpose	Due Nov 2016		CW/SW/ HD - NOG		
1.4	Review of the relevant section of the K&M Imaging Guidance every 2 years to ensure that these guidelines remain fit for purpose	Due Dec 2016		NA/AP	Review September 2016 meeting	
1.5	Review of the relevant section of the Pathology guidelines every 2 years to ensure it remains fit for purpose	Due May 2016		NA/AP		
1.6	Review of the 2 week wait referral proforma every 2 years to ensure it remains fit for purpose	Due June 2016		NA/AP	Due for review in Autumn 2015 due to new NICE Guidance published	Awaiting national templates - due Jan 2016
2. High Level Documentation						
2.1	Production of the annual TSSG Work Plan	Due June 2015		NA/AP	Updates required for 2015/16	Completed
2.2	Production of the TSSG Annual Report	Due June 2015		NA/AP		Completed
3. Organisational						

3.1	Annual Review of the TSSGs membership to ensure the group remains quorate	Due Autumn 2016		NA/AP		AG undertaking for the TSSG
3.2	To receive regular SCN updates regards relevant activity both locally and nationally	ongoing	ongoing	NA/AP	TSSG to remain aware of Kent, Surrey & Sussex colleagues activity and linking in where appropriate	ongoing
3.3	Hold 2 half day TSSG meetings per year, approx 6 months apart in order to facilitate timely discussion	2 meetings scheduled 2015		NA/AP	Meeting dates for 2015 agreed	
3.4	Receive regular updates are provided by the groups associated with the TSSG - Non Surgical Oncology Groups (NOGs), Research updates, Clinical Reference Group (CRG) + from CNS and Patient/Carer colleagues	ongoing	ongoing	NA/AP/JS/AN/HD/CW/SR	TSSG to remain aware of NOG, CRG, CNS, Research and Patient/Carer activity and linking in where appropriate	ongoing
3.5	Review of relevant section of the K&M MDT Contact List every years to ensure it remains fit for purpose	Due Dec 2015		NA/AP		AG undertaking for the TSSG
4. Quality & Service Improvement						
4.1	Improve clinical outcomes in gynae cancer by working with Primary Care and CCG colleagues in raising awareness of alert symptoms to the general public by encouraging early presentation	2015	ongoing	NA/AP	TSSG to invite CCG colleagues to actively participate in discussions. Alignment with CCG 2yr and 5yr plans to reduce premature cancer mortality.	Ongoing
4.2	To test the rationalisation of the conditions under which Follow Up is locally undertaken (who, where, why, how often)	2015	ongoing	NA/AP	TSSG to review K&M Follow Up process, review the 'who', explore other methods and test implementation	ongoing
4.3	Improve quality of data collection in order to facilitate clinical outcomes monitoring	2015	ongoing	AP/TG	TSSG to regularly discuss updates on InfoFlex data quality and completeness activity, updates, areas of concern and best practice	ongoing
5. Patient & Carer						
5.1	Undertake patient satisfaction surveys in order to gauge and take note of user views on the services provided	ongoing	ongoing	NA/AP/VG	In addition to the yearly National audit, CNS' to lead on annual local K&M survey	ongoing
				NA/AP/VG	MDTs to discuss progress at TSSG meetings	ongoing
5.2	Ensure patient/carer involvement by including ideally 2 patient/carer representatives within the TSSGs membership	completed	ongoing	AP/SR	TSSG to ensure 2 patient/carer representatives are members of the group	ongoing
5.3	Retain a patient/carer focussed viewpoint by receiving regular Patient Involvement Updates on activity across K&M	completed	ongoing	NA/SR/AP	TSSG to receive regular patient involvement updates including feedback from the K&M Locality Groups	ongoing
6. Audit & Education						

6.1	Undertake a K&M wide audit	2015/2016	ongoing	NA/AP	Sentinal Node Service Evaluation Audit and Post Operative Agreement for aduvant treatment for Cervix agreed as 2015 audits	Completed for 2015. Audit subject to be identified for 2016
6.3	Horizon scan and discuss relevant new techniques, materials, services, equipment in order to remain aware of potential future improvements	ongoing	ongoing	NA/AP	TSSG to include on its agendas any relevant new techniques, materials, equipment or services - inviting external speakers where necessary	Sarcoma Referral Guidelines Presentation by A.Miah of RMH - Spring 2015.
7. Peer Review						
7.1	Review of any relevant Peer Review notifications, schedules, Quality Measure or Clinical Lines of Enquiry updates in order that any impact they may have locally can be addressed accordingly	2015	ongoing	NA/AP/BM/JS	TSSG to regularly receive and discuss Peer Review updates and activity	ongoing
7.2	TSSG Self Assessment against current TSSG measures	2015	completed July 2014	NA/AP	Self Assessment undertaken on CQuINS by 30/06/2015 by N.Aluwalia	Completed
8. Research & Trials						
8.1	The Kent & Medway Cancer Research Network (KMCRN) had undergone a period of transition as a result of the current NHS reforms and has evolved into the NIHR Kent, Surrey & Sussex. The Research And Trials (RAT) group section of the TSSG workplan is no longer fitting with the new model and the TSSGs are encorporating a Research Update section to discuss trial activity.	ongoing	ongoing	JS	Each TSSG now having a Research Update section on the agenda instead of the previous RAT which does not fit with the new model.	ongoing
9. Non surgical Oncology Group (NOG)						
9.1	Comment on national treatment algorithms as they become available	ongoing	ongoing	CW/SW/HD	TSSG to regularly receive and discuss NOG updates and activity	ongoing
9.2	Comment on tumour specific reports from SACT dataset at a local level	ongoing	ongoing	CW/SW/HD	TSSG to regularly receive and discuss NOG updates and activity	ongoing
9.3	Review chemotherapy algorithm deviations at each meeting	ongoing	ongoing	CW/SW/HD	TSSG to regularly receive and discuss NOG updates and activity	ongoing
9.4	Review radiotherapy variances at each meeting	ongoing	ongoing	CW/SW/HD	TSSG to regularly receive and discuss NOG updates and activity	ongoing
9.5	Support the implementation of e-prescribing through the validation of chemotherapy protocols	ongoing	ongoing	CW/SW/HD	TSSG to regularly receive and discuss NOG updates and activity	ongoing