

Kent & Medway Cancer Collaborative		Workplan: Skin Cancer Tumour Site Specific Group (TSSG) 2015 2016				
		KMCC Lead: N.Aluwalia		Chair: J.Jenkins		
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 Pathways of Care (PoCs) - Squamous Cell Carcinoma, Basal Cell Carcinoma, Melanoma, Cutaneous Lymphoma - every 2 years to ensure that these guidelines remain fit for purpose. Including TSSG involvement with CCGs regards commissioning of community delivering services for cancer.	2016		NA/JJ	Due for review Autumn 2016 TSSG meeting	
1.2	Review of the High Level Operational Policy (HoP) every 2 years to ensure that it remains fit for purpose	Due 2017		NA/JJ		
1.3	Review of the relevant section of the K&M Imaging Guidance every 2 years to ensure that these guidelines remain fit for purpose	2016		NA/JJ	Due for review Autumn 2016 TSSG meeting	
1.4	Review of the relevant section of the Pathology guidelines every 2 years to ensure it remains fit for purpose	2016		NA/JJ	Due for review Autumn 2016 TSSG meeting	
1.6	Review of the 2 week wait referral proforma every 2 years to ensure it remains fit for purpose	2016		NA/JJ	Review underway re NICE Guidance changes	National templates due early 2016
2. High Level Documentation						
2.1	Production of the annual TSSG Work Plan	2015		NA/JJ		NA updated for 2015/16
2.2	Production of the TSSG Annual Report	2015		NA/JJ		Completed
3. Organisational						
3.1	Annual Review of the TSSGs membership to ensure the group remains quorate	Due Autumn 2015		NA/JJ		AG to do for the TSSG

3.2	To receive regular SCN updates regards relevant activity both locally and nationally	2015	ongoing	NA/JJ	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	2015	ongoing	NA/JJ	2 meetings scheduled 5th Mar/ 10th Sep	Complete for 2015, dates circulated for 2016
3.4	Receive regular updates are provided by the groups associated with the TSSG - Non Surgical Oncology Groups (NOGs), Research & Trials Groups (RATs) + from CNS and Patient/Carer colleagues	completed	ongoing	NA/JJ/CW/ BM/SC/KM /SR	TSSG to remain aware of NOG, RAT, CNS and Patient/Carer activity and linking in where appropriate	Ongoing
3.6	Review of relevant section of the K&M MDT Contact List every years to ensure it remains fit for purpose	Due Autumn 2015		NA/JJ	TSSG to review relevant section of K&M MDT Contact List	AG to do for the TSSG
4. Quality & Service Improvement						
4.1	Improve clinical outcomes in skin 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/JJ	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/JJ	TSSG to review K&M Follow Up process, review the 'who', explore other methods and test implementation	Ongoing
4.3	Monitor Service Level Agreements (SLAs), Pathways and Referral forms with any external service providers in order to ensure they remain fit for purpose and expose and resolve any issues	2015	ongoing	NA/JJ	Monitor St Johns, Moorefields, St Georges and Royal Marsden service provision through audit and regular updates	Ongoing
4.4	Improve quality of data collection in order to facilitate clinical outcomes monitoring	2015	ongoing	JJ/PJ/TG	TSSG to regularly discuss updates on InfoFlex data quality and completeness activity, updates, areas of concern and best practice	Ongoing, rolling agenda item
5. Patient & Carer						
5.1	Undertake patient satisfaction surveys in order to gauge and take note of user views on the services provided	2015	ongoing	NA/JJ/KM/ SC	In addition to the yearly National audit, CNS' to lead on annual local K&M survey	Ongoing
				NA/JJ/KM/ SC	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	2015	ongoing	NA/JJ/SR	PI review underway. SW to link in with KM regarding PI opportunities	Ongoing
5.3	Retain a patient/carer focussed viewpoint by receiving regular Patient Involvement Updates on activity across K&M	2015	ongoing	NA/JJ/SR	TSSG to receive regular patient involvement updates including feedback from the K&M Locality Groups	Ongoing, regular agenda item

6. Audit & Education						
6.1	Horizon scan and discuss relevant new techniques, materials, services, equipment in order to remain aware of potential future improvements	2015	ongoing	NA/JJ	TSSG to on its agendas any relevant new techniques, materials, equipment or services - inviting external speakers where necessary	Ongoing
6.2	Retrospective Network Wide Audit on Primary Cutaneous SCCs	2015	ongoing	TSSG/JJ	KA to email parameters of this audit to the group. Audit period Jan-March 2015	Presentation from East Kent at Nov 2015 TSSG.
6.3	Timeliness of Radiotherapy Re-Audit to be presented at Autumn TSSG Meeting	2015	ongoing	NA/JJ/NR		Completed
6.4	Pick up rates from scanning to be audited in 2015	2015	ongoing	JJ/NA	Ongoing	
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/JJ	TSSG to regularly receive and discuss Peer Review updates and activity	Teams to undertake self assessment 1/3/15 til 30/06/2015. Completed
7.2	TSSG Self Assessment against current TSSG measures	2015		NA/JJ	Self Assessment to be undertaken on CQuINS by 30/6/2015	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 incorporating a Research Update section to discuss trial activity.	2015	ongoing	BM	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						
9.1	Comment on national treatment algorithms as they become available	ongoing	ongoing	CW/SW	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	TSSG to regularly receive and discuss NOG updates and activity	Ongoing
9.3	Review chemotherapy algorithm deviations at each meeting	ongoing	ongoing	CW/SW	TSSG to regularly receive and discuss NOG updates and activity	Ongoing
9.4	Review radiotherapy variances at each meeting	ongoing	ongoing	CW/SW	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	TSSG to regularly receive and discuss NOG updates and activity	Ongoing