

Kent & Medway Cancer Collaborative		Workplan: Kent & Medway Acute Oncology & CUP Forum				
		Lead: N.Aluwalia		Interim Chair: A.Karathanasi		
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, SE Clinical Network 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 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 group 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	Develop Pathway of Care (PoC) for AO & CUP and review every 2 years to ensure that these guidelines remain fit for purpose	2016			Pathway of Care for K&M patients in process of being established through the forming of the K&M Acute Oncology & Cup Forum	In progress
1.2	Develop High Level Operational Policy (HoP)/ Constitution and review every 2 years to ensure that it remains fit for purpose	2016			HOP has been drafted, this has been circulated for input from all providers regarding named leads and services	In progress
1.3	Develop Oncology Guidance for AO & CUP and review every 2 years to ensure that these guidelines remain fit for purpose	2016			AO and CUP Oncology Guidance to be developed; agreed and then reviewed every two years.Until Forum Guidance developed;NICE guidance on CUP Pathways and Guidelines to be adopted and AO PRM proposed generic patient pathways and UKONS AO initial management Guidelines to adopted as discussed on first Forum Meeting.	AO/CUP to be included within a current NOG forum. Contact with Caroline Waters to be made to establish this.
1.4	Develop a section of the K&M Imaging Guidance for AO & CUP and review every 2 years to ensure that these guidelines remain fit for purpose	2016			A section for Acute Oncology and CUP will need to be developed and added to the existing document. This will require a named lead to undertake this for the group	
1.5	Develop Pathology guidelines and review every 2 years to ensure it remains fit for purpose	2016			Pathology Guidance will form part of the pathway document and will require input from pathology colleagues to develop	
1.6	2 week wait referral proforma if required to be produced for K&M	2016			Further discussion required. To be included on the next agenda.	

2.1	Production of the annual TSSG Work Plan	2016				Completed
2.2	Production of the TSSG Annual Report	2017			This will be relevant for 2017 as the group has just been established (April 2016)	n/a for 2016
3. Organisational						
3.1	Annual Review of the TSSGs membership to ensure the group remains quorate	2016			Membership discussed at the first meeting in April; further contacts to be added to the group where applicable	In progress
3.2	To receive regular SCN updates regards relevant activity both locally and nationally	ongoing			To be included on the next agenda	
3.3	Hold 2 half day meetings per year, approx 6 months apart in order to facilitate timely discussion	2016			The group met on 25th April for the first time, we will be establishing a further meeting in October - date to be advised	Next meeting 19th October
3.4	Receive regular updates provided by the groups associated with the forum - Non Surgical Oncology Groups (NOGs), Research & Trials updates + from CNS and Patient/Carer colleagues	ongoing			To remain aware of NOG, research, CNS and Patient/Carer activity and linking in where appropriate	AK to link with K&M Collaborative Chemotherapy Group regarding of the development of AO Treatment Guidelines related to SACT side effects.
3.5	Review of relevant section of the K&M MDT Contact List every years to ensure it remains fit for purpose	2016			Page to be added for Acute Oncology & CUP services and reviewed yearly by KMCC Team	NA to action when leads are established
4. Quality & Service Improvement						
4.1	Establish work groups for AO; NS; MSCC and MUO/CUP services development	2016			To be reviewed in October	AK to establish working groups to do a comparison study for pathways and treatments
4.2	Working with Primary Care and CCG colleagues in development of AO and CUP services linked to community	2016			To invite CCG colleagues to actively participate in discussions. Alignment with CCG 2yr and 5yr plans to reduce premature cancer mortality.	In progress
4.3	Monitor Service Level Agreements (SLAs), Pathways and Referral forms with any external service providers in order to ensure they are developed and remain fit for purpose and expose and resolve any issues	ongoing			To be established when Pathway documentation is produced	
4.4	Improve quality of data collection in order to facilitate clinical outcomes monitoring	ongoing			Group to regularly discuss updates on InfoFlex data quality and completeness activity, updates, areas of concern and best practice	To add to the agenda for the Autumn Forum meeting
5. Patient & Carer						

5.1	Undertake patient satisfaction surveys in order to gauge and take note of user views on the services provided	ongoing			In the absence of national patient satisfaction questionnaire template - K&M wide local questionnaire to be created and used	To be discussed and developed on AO and CUP CNS subgroup .
5.2	Ensure patient/carer involvement by including ideally 2 patient/carer representatives within the groups membership	ongoing			To ensure 2 patient/carer representatives are members of the group pr a mechanism for feeding into patient groups is available.	Group to link in with KMCC Patient Locality Leads to link in with these groups
5.3	Retain a patient/carer focussed viewpoint by receiving regular Patient Involvement Updates on activity across K&M	ongoing			This will form part of the standard agenda for the forum	
6. Audit & Education						
6.1	Undertake a yearly audit within K&M	2016/17			To present data to test timeliness, identify any bottlenecks and issue an action plan if required on MSCC and to produce a population CUP audit across Kent and Medway.	Audit subject to be identified at the next forum meeting Local audits to be presented on the next Forum meeting.
6.2	Horizon scan and discuss relevant new techniques, materials, services, equipment in order to remain aware of potential future improvements		ongoing		Forum to include on its agendas any relevant new techniques, materials, equipment or services - inviting external speakers where necessary	
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	ongoing	ongoing		Forum to regularly receive and discuss Peer Review updates and activity. All Trusts will have a CUP Peer Review, dates have been circulated.	To add to the agenda for the Autumn Forum meeting following the external peer review in May
7.2	Self Assessment against current measures	ongoing			Hospitals self assessment and progress to be added to the Forum annual reports. Each unit is having EV in 2016	
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 AO & CUP workplan is no longer fitting with the new model and the groups are incorporating a Research Update section to discuss trial activity.	ongoing	ongoing		Each group is now having a Research Update section to enable trial discussions to take place as part of the forum.	ongoing
9. Non surgical Oncology Group (NOG) - CUP Only via another NOG Group (to be established)						

9.1	Comment on national treatment algorithms as they become available	ongoing	ongoing		TSSG to regularly receive and discuss NOG updates and activity	
9.2	Comment on tumour specific reports from SACT dataset at a local level	ongoing	ongoing		TSSG to regularly receive and discuss NOG updates and activity	
9.3	Review chemotherapy algorithm deviations at each meeting	ongoing	ongoing		TSSG to regularly receive and discuss NOG updates and activity	
9.4	Review radiotherapy variances at each meeting	ongoing	ongoing		TSSG to regularly receive and discuss NOG updates and activity	
9.5	Support the implementation of e-prescribing through the validation of chemotherapy protocols	ongoing	ongoing		TSSG to regularly receive and discuss NOG updates and activity	