

Kent & Medway Cancer Collaborative		Workplan: Thyroid Tumour Site Specific Group (TSSG) 2015/16 Work Plan				
		Lead: N.Aluwalia		Chair: P.Ryan		
<b>Objectives:</b>						
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
<b>1. Clinical Guidelines and Clinical Governance</b>						
1.1	Review of the Pathway of Care (PoC) every 2 years to ensure that these guidelines remain fit for purpose	2016		NA/PR	Updates discussed at Nov TSSG, NA has completed & forwarded to PR for approval. TSSG to then approve	Jan-16
1.2	Review of the High Level Operational Policy (HoP) every 2 years to ensure that it remains fit for purpose	2016		NA/PR	Updates discussed at Nov TSSG, NA has completed & forwarded to PR for approval. TSSG to then approve	Jan-16
1.3	Review of the Oncology Guidance every 2 years to ensure that these guidelines remain fit for purpose	2016		CW/SW - NOG		Completed Nov 2015
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	2016		NA/PR		Due Autumn 2016
1.5	Review of the relevant section of the Pathology guidelines every 2 years to ensure it remains fit for purpose	2016		NA/PR		
1.6	Review of the 2 week wait referral proforma every 2 years to ensure it remains fit for purpose	2016		NA/PR	Reviewed in line with new NICE Guidance July 2015. National templates due early 2016	
1.7	Review of the FNA Biopsy Guidelines every 2 years to ensure it remains fit for purpose	2016		PR		
<b>2. High Level Documentation</b>						
2.1	Production of the annual TSSG Work Plan	2015		NA/PR	NA updated workplan for 15/16	Completed, updates from Autumn TSSG added
2.2	Production of the TSSG Annual Report	2015		NA/PR	NA to produce for PR June 2015	Completed
<b>3. Organisational</b>						
3.1	Annual Review of the TSSGs membership to ensure the group remains quorate	2015	ongoing	NA/PR		AG undertaking for the TSSG

3.2	To receive regular SCN updates regards relevant activity both locally and nationally	ongoing	ongoing	NA/PR	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	completed for 2015	NA/PR	2 meetings scheduled for May and November 2015	Two meetings scheduled in 2016
3.4	Receive regular updates are provided by the groups associated with the TSSG - Non Surgical Oncology Groups (NOGs), Research & Trials updates + from CNS and Patient/Carer colleagues	ongoing	ongoing	NA/PR/CW/BM/SH /SR	TSSG to remain aware of NOG, research, CNS 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/PR/TSSG	TSSG to review relevant section of K&M MDT Contact List	ongoing
<b>4. Quality &amp; Service Improvement</b>						
4.1	Improve clinical outcomes in thyroid cancer by working with Primary Care and CCG colleagues in raising awareness of laert syptoms to the general public by encouraging early presentation	2015	ongoing	NA/PR	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/PR	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	ongoing	ongoing	NA/PR	TSSG to regularly receive service updates from any external provider	ongoing
4.4	Improve quality of data collection in order to facilitate clinical outcomes monitoring	ongoing	ongoing	NA/PR/TG	TSSG to regularly discuss updates on InfoFlex data quality and completeness activity, updates, areas of concern and best practice	rolling agenda item
<b>5. Patient &amp; Carer</b>						
5.1	Undertake patient satisfaction surveys in order to gauge and take note of user views on the services provided	ongoing	ongoing	NA/PR/ CNS'	In the absence of national patient satisfaction questionnaire template - K&M wide local questionnaire used	ongoing
				NA/PR	MDTs to discuss progress at TSSG meetings	ongoing
5.2	Ensure patient/carers involvement by including ideally 2 patient/carers representatives within the TSSGs membership	ongoing	ongoing	NA/PR	TSSG to source patient/carers representatives to be part of the group	Ongoing. There have not been any patient representatives identified as yet for Thyroid
5.3	Retain a patient/carers focussed viewpoint by receiving regular Patient Involvement Updates on activity across K&M	ongoing	ongoing	NA/PR/SR	TSSG to receive regular patient involvement updates including feedback from the K&M Locality Groups. PI currently under review.	Sue Whitehead now commenced in Project Manager post, Sue is conducting a review of the locality groups.
<b>6. Audit &amp; Education</b>						

<b>6.1</b>	Undertake a K&M wide audit to ensure timely FNA with cytological and radiological support across the area	2015		<b>PR</b>	TSSGs to present data to test timeliness, identify any bottlenecks and issue an action plan if required	Thyroid Nodules Network wide audit presented at May 2015 meeting
<b>6.2</b>	Horizon scan and discuss relevant new techniques, materials, services, equipment in order to remain aware of potential future improvements	completed	ongoing	<b>NA/PR</b>	TSSG to on its agendas any relevant new techniques, materials, equipment or services - inviting external speakers where necessary	ongoing. TSSG have agreed to present a complex case for discussion and learning at each TSSG meeting.
<b>7. Peer Review</b>						
<b>7.1</b>	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	<b>NA/PR</b>	TSSG to regularly receive and discuss Peer Review updates and activity	Completed Self Assessments for 30/6/15 deadline
<b>7.2</b>	TSSG Self Assessment against current TSSG measures	ongoing		<b>NA/PR</b>	Self Assessment to be undertaken on CQuINS by 30/6/2015	Completed
<b>8. Research &amp; Trials</b>						
<b>8.1</b>	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.	ongoing	ongoing	<b>NR</b>	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
<b>9. Non surgical Oncology Group (NOG)</b>						
<b>9.1</b>	Comment on national treatment algorithms as they become available	ongoing	ongoing	<b>CW/SW/NR</b>	TSSG to regularly receive and discuss NOG updates and activity	ongoing
<b>9.2</b>	Comment on tumour specific reports from SACT dataset at a local level	ongoing	ongoing	<b>CW/SW/NR</b>	TSSG to regularly receive and discuss NOG updates and activity	ongoing
<b>9.3</b>	Review chemotherapy algorithm deviations at each meeting	ongoing	ongoing	<b>CW/SW/NR</b>	TSSG to regularly receive and discuss NOG updates and activity	ongoing
<b>9.4</b>	Review radiotherapy variances at each meeting	ongoing	ongoing	<b>CW/SW/NR</b>	TSSG to regularly receive and discuss NOG updates and activity	ongoing
<b>9.5</b>	Support the implementation of e-prescribing through the validation of chemotherapy protocols	ongoing	ongoing	<b>CW/SW/NR</b>	TSSG to regularly receive and discuss NOG updates and activity	ongoing