

# Thames Valley Cancer Alliance Early Diagnosis QIS Toolkit

## – Putting it into practice

### How to use this toolkit

This toolkit has been developed to help GP practice teams to deliver the TVCA GP Quality Improvement Scheme for 2018-19. The toolkit is a resource for all GP practice team members, both clinical and non-clinical, and the intention is to make relevant information easily accessible within your practice. Below is an index for the toolkit, if you click on a section heading below, it will take you to the relevant place in the toolkit.

[Patient information](#)

[Screening guidance](#)

[Improving the uptake of cancer screening](#)

[Referral guidance](#)

[Safety netting](#)

[Quality improvement activities](#)

[Data](#)

[Education and training](#)

[Awareness campaigns](#)

[Key contacts](#)



## Accessing information in other languages or formats

[Cancer Information in your language](#) Macmillan Cancer Support

[How to meet the information and communication needs of patients](#) (NHS England guidance)

[Advice and guidance on the health needs of migrant patients](#)

[Health information in other languages](#) (NHS Choices)

Some hospital trusts and/or CCGs will provide easy read, large print, or braille leaflets on request. Contact your CCG cancer lead for more information on what is available in your area.

Translate a website into a different language using [Google Translate](#)

## Interpreter and translation services

**Berkshire East** Contact your CCG lead for information,  
Dr Anant Sachdev [anant.sachdev@nhs.net](mailto:anant.sachdev@nhs.net)

**Berkshire West** Contact your CCG lead for information,  
Dr Kajal Patel [kajal.patel9@nhs.net](mailto:kajal.patel9@nhs.net)

**Buckinghamshire** Contact your CCG lead for information,  
Dr Christine Campling [christine.campling@nhs.net](mailto:christine.campling@nhs.net)

**Oxfordshire** Contact your CCG lead for information,  
Dr Shelley Hayles [shelley.hayles@nhs.net](mailto:shelley.hayles@nhs.net)

**Swindon**  
[Swindon Borough Council 's My Care My Support](#)  
Language Line Solutions 0800 169 2879  
Hands on Communication [office@handsoncom.co.uk](mailto:office@handsoncom.co.uk) 01793 814148  
Alpha Plus [office@alphaplus.eclipse.co.uk](mailto:office@alphaplus.eclipse.co.uk) 01984 656751

## Online resources

NHS Choices information for patients [Bowel](#) [Breast](#) [Cervical](#)

National screening programmes  
[Bowel leaflets](#) [Breast leaflets](#) [Cervical leaflets](#)

[Cancer Research UK \(CRUK\)](#) ['About Cancer' section](#) [Leaflets](#)

[Macmillan Cancer Support](#) ['Information and support' section](#)

[Jo's Cervical Cancer Trust](#) ['Information'](#) ['Support'](#)

[Bowel Cancer UK](#) [About bowel cancer](#)

Currently there is not a national screening programme for prostate cancer. However, men may request and book a prostate check at their GP practice. [PHE guidance on PSA testing](#) [Prostate Cancer UK Evidence summary - PSA screening in men without any symptoms](#)



## National guidance

[NHS good practice guide for bowel, breast and cervical cancer screening in primary care](#)

[NHS bowel cancer screening \(BCSP\) programme](#)

[NHS breast screening programme \(BSP\)](#)

[NHS cervical screening \(CSP\) programme](#)

[Informed consent](#) for taking part in screening

PHE blog [GP's role in helping people decide whether they want screening](#)

[RCGP cancer toolkit for primary care](#)

## Reaching out to specific patient groups

NHS guidance on [working with minority or hard to reach groups](#)

[Guidance for screening post-hysterectomy](#)

[Helping trans and non-binary people decide whether they want screening](#)

[Information for trans people for participating in screening](#)

[Easy Read cancer leaflets](#)

[PHE guidance for supporting people with learning disabilities to take part in cancer screening](#)

[Smear test film](#) – Educational film by Jo's Trust for women with learning disabilities

[Breast screening leaflet for women with learning disabilities](#)

## Cervical screening

[How to make cervical screening more accessible](#)

[Cervical screening: It's your choice](#)

PHE Health Matters [Your questions on cervical screening](#)

## Breast screening

[Best practice and standards guidelines](#)

[Information leaflets & promotional materials](#)

## Bowel screening

[PHE Increasing uptake of bowel cancer screening](#)

[Bowel screening resources to support best practice](#)

[A 'Good Practice Guide' booklet for GPs \(England version\)](#)

## How to ...

- [rebook a breast or cervical screening appointment](#)
- [order a new bowel screening kit](#)

Practices should prior notification of the screening round 6-8 weeks in advance.

### Bowel:

To order a bowel screening kit, call Freephone 0800 707 6060 or order by email

### Breast:

- Appointments can be rebooked even if the mobile unit is not in your area.
- To arrange, contact your local number

### Cervical:

- Cervical screening samples are taken at the patient's practice. Appointments are booked with the practice .



## Screening pathway flowcharts

[Breast](#)      [Bowel](#)      [Cervical](#)

## Guidance on how to improve uptake

[London Screening Good Practice Guide](#)  
[TVSCN resources for primary care](#)

## Processes and actions to improve uptake:

[CRUK Evidence on making cervical screening more accessible](#);  
[PHE Health Matters - Making cervical screening more accessible](#);  
[Royal College of GPs cancer toolkit for primary care](#)  
[NHS England South \(Wessex\) - Practical guide to increasing cervical screening in primary care](#)

## National programme letters to patients

[60th birthday bowel screening letter](#)

## Templates:

[SMS prior to screening](#)  
[Pre-screening letter from the GP](#)  
[Letter for non-attenders – stand alone doc](#)  
[Phone call for non-attenders – stand alone doc](#)  
[SMS for non-attenders – stand alone doc](#)  
[London Screening Good Practice Guide](#)

## Screening alerts and prompts within your clinical system

[Screen prompts and alerts](#)  
London Cancer and Macmillan: [A guide to good quality coding and safety-netting](#)

## How to use prior notification lists to increase cervical screening uptake

[How to use prior notification lists \(PNLs\) - for cervical screening only](#)  
[NHS good practice guide for bowel, breast and cervical cancer screening in primary care](#) page 8

## How to follow up DNAs and non responders

[How to follow up DNAs and non-responders](#)  
[London Screening Good Practice Guide](#) page 7

## How to improve patient engagement and interaction

[London Screening Good Practice Guide](#)

## Health improvement/health promotion

[London Screening Good Practice Guide](#)

CRUK images for waiting area screens:

|   |                                 |                                 |
|---|---------------------------------|---------------------------------|
| <a href="#">4 in 10 cases preventable</a> | <a href="#">Alcohol</a>         | <a href="#">Bowel screening</a> |
| <a href="#">E-cigarettes</a>              | <a href="#">Quit smoking</a>    | <a href="#">Tobacco</a>         |
| <a href="#">Obesity risk</a>              | <a href="#">Healthy diet</a>    | <a href="#">Screening</a>       |
| <a href="#">Spotting cancer early</a>     | <a href="#">Lifestyle risks</a> | <a href="#">Tips</a>            |

## Understanding your cancer data

### Making best use of data and READ codes

[Cervical data](#) from PHE at CCG and practice level  
[Interactive cervical screening data](#) at CCG and practice level  
[Bowel, breast and cervical screening data](#) from Fingertips at CCG and practice level

## How to code your data

London cancer coding guidance  
[Making best use of coding - guide to coding](#)

Best practice READ codes for:

- [Breast screening](#)
- [Bowel screening](#)
- [Cervical screening](#)
- [Safety netting](#)



## NICE NG12

[NG12 NICE guidance for suspected cancer recognition and referral](#)

[How to comply with NG12 in your practice](#) – a case study

## Two-week wait referral

[Patient information on urgent referral for suspected cancer](#) from CRUK

Two-week wait referral leaflets  
[Berkshire East](#)  
[Berkshire West](#)  
[Buckinghamshire](#)  
[Oxfordshire](#)  
[Swindon](#)

## Reducing emergency presentations

[Best practice tips for reducing the risk of emergency presentations](#)

## Decision support tools

[CRUK desk easel](#)

[CRUK poster](#)

[Macmillan cancer decision support tool](#)

[QCANCER risk tool](#)

[CRUK risk assessment tools](#)

[Risk assessment tool - p13-14](#)

[Tumour markers guidance](#)

# Quality improvement activities for primary care



## Audit

### National cancer diagnosis

[National cancer diagnosis audit](#)

[RCGP Quality Improvement Toolkit For Early Diagnosis Of Cancer](#) (anyone can register for access)

### Auditing 2WW referrals

[RCGP- University of Manchester guidance](#) shows an example of a 'good' audit process, tool, case study

[List of examples of audits that might be done](#)

### Cervical screening sample taker audit

[Audit tool](#)

## Analysis

### How to complete a significant event analysis (SEA)

[RCGP SEA guidance](#)

### How to complete a case-based discussion

[CbD for MRCGP Workplace Based Assessment](#)

The economic case for early diagnosis of bowel cancer, colon cancer and rectal cancer

[PHE: Return on investment tool: colorectal cancer](#)

## Other

PHE - National Cancer Registration and Analysis Service : [Routes to diagnosis](#)



## [Definition of safety netting](#)

### **Best practice guidance**

- [Cancer Research UK guidance](#) including safety netting summary
- [London Cancer and Macmillan - A guide to good quality coding and safety-netting](#) - see section 4
- [Safety netting consensus guidelines from Oxford University](#)
- [TVCA best practice tips for reducing the risk of emergency presentations](#)

### **Best practice tools for safety netting**

- [CRUK safety netting checklist](#)
- [CRUK summary of safety netting flowchart](#)
- [RCGP Safety netting for cancer diagnosis in primary care](#) this guide is on the QI Ready network but anyone can register and use it

### **[Best practice read codes for safety netting](#)**

### **Tips and checklists**

- [RCGP cancer toolkit for primary care](#)
- [TVCA best practice tips for reducing the risk of emergency presentations](#)
- [Macmillan Top 10 Tips for Safety Netting](#)



## Cancer profiles

### GP practice profiles for cancer on Fingertips

Data on cancer services at GP and CCG level

[Fingertips Cancer Services Profiles](#)

[South region cancer dashboard](#)

[National NHS cancer stats dashboard](#) from PHE

## National Cancer Patient Experience Survey (CPES)

[Patient Experience by CCG](#)

[Thames Valley Cancer Patient Experience Survey \(CPES\) Report - June 2017](#)

## 2WW conversion rates

### 2WW conversion rates

[Fingertips Cancer Services Profiles - 2WW conversion rates](#) – choose the '2WW' tab on the web page

## Right Care data

Right Care offers performance data and comparisons with the CCGs most like yours

[Right Care CCG data packs](#) for your CCG

## Cancer screening at practice level

[NHS Digital Cervical Screening Programme - interactive coverage statistics Data available for your Practice, CCG and Local authority](#)

[Cervical screening coverage and data](#)

### Breast screening data at practice level:

[Fingertips Cancer Services Profiles Data for your practice and CCG -](#)

### Bowel screening data at practice level:

[Fingertips Cancer Services Profiles Data for your practice and your CCG](#)

Quality assurance of screening data using **Safety and Quality Assessment System (SQAS)**:

[PHE Screening and Quality Assurance Guidance](#)



# Education, training and support for primary care



## Clinical

[E-Learning for Health \(e-LfH\) training modules - for all three NHS Screening Programmes](#)

**Training for cervical sample taking**

[Macmillan resources for health professionals](#)

[PHE - Guidance for the training of cervical sample takers](#)

For information about Macmillan GPs in your area, contact Lyn Bruce, Learning and Development Manager  
[lbruce@macmillan.org.uk](mailto:lbruce@macmillan.org.uk)

[London Regional Cytology Training Centre \(LRCTC\) training modules](#)

[National training guide for cervical screening](#)

[CRUK Facilitator Team support to GPs and clinical staff](#)

[BMJ Learning – primary care](#) – for subscribers

[Jo's Trust Information for practice nurses and GPs](#)

## Non-clinical

**Knowledge of screening programmes**

[Be Clear On Cancer](#)  
PHE Resource Centre [Be Clear on Cancer resources](#)

[Information on screening programmes](#)

[Bowel Cancer UK information on bowel screening](#)

[CRUK Facilitator Team support to non-clinical staff - cancer awareness](#)

**Communicating with patients**

[How to talk about cancer – CRUK online training–](#)

[NHSGGC bowel screening engagement workbook](#)

[Macmillan South West education and development opportunities for Macmillan professionals and wider paid or unpaid workforce](#)

## For clinical and non-clinical staff

[CRUK resources for health professionals](#)  
[CRUK safety netting workshop](#)

[Macmillan LearnZone](#) – Useful online resources and training modules for staff on cancer

[Talking about cancer: Reducing risk, early detection and mythbusting](#)

Macmillan bespoke learning events -  
[swmidlearning@macmillan.org.uk](mailto:swmidlearning@macmillan.org.uk)  
01904 756443

# National cancer awareness campaigns



## What is happening and when?

[Awareness campaigns calendar](#) and [PHE campaign resources](#)

[Be Clear On Cancer campaigns on the PHE Resource Centre](#)

[Be Clear on Cancer including breast screening](#)

[Be Clear on Cancer including bowel screening](#)

[Cervical screening awareness week](#)

Cancer Research UK (CRUK) – [Race for Life](#)

[Movember](#) – prostate cancer. Raising awareness of men's health – including prostate and testicular cancers

[Decembeard](#) - Bowel Cancer UK: [Bowel cancer awareness month](#);

Cancer Research UK (CRUK) images for waiting area screens  
[4 in 10 cases preventable](#)   [Alcohol](#)   [Bowel screening](#)  
[E-cigarettes](#)   [Quit smoking](#)   [Tobacco](#)  
[Obesity risk](#)   [Healthy diet](#)   [Screening](#)  
[Spotting cancer early](#)   [Lifestyle risks](#)   [Tips](#)

[BeMacmillan](#) –Online resources

# Key contacts



## Berkshire East

### CCG's clinical lead for cancer

Dr Anant Sachdev  
[anant.sachdev@nhs.net](mailto:anant.sachdev@nhs.net)

### Cancer Research UK

Louise Forster, Facilitator  
[louise.forster@cancer.org.uk](mailto:louise.forster@cancer.org.uk)

### Macmillan

Jen Ramsey, Learning and Development Manager  
[jramsey@macmillan.org.uk](mailto:jramsey@macmillan.org.uk)

## Milton Keynes

### CCG's clinical lead for cancer

Dr Nesson Carson  
[nessan.carson@nhs.net](mailto:nessan.carson@nhs.net)

## Oxfordshire

### CCG's clinical lead for cancer

Dr Shelley Hayles  
[shelley.hayles@nhs.net](mailto:shelley.hayles@nhs.net)

### Cancer Research UK

Hannah Williams, Facilitator  
[Hannah.williams1@cancer.org.uk](mailto:Hannah.williams1@cancer.org.uk)

### Macmillan

Lyn Bruce, Learning and Development Manager  
[lbruce@macmillan.org.uk](mailto:lbruce@macmillan.org.uk)

## Swindon

### Swindon CCG's clinical lead for cancer

Dr Sarah Bruern  
[sarah.brueen@nhs.net](mailto:sarah.brueen@nhs.net)

### Cancer Research UK

Hannah Williams, Facilitator  
[Hannah.williams1@cancer.org.uk](mailto:Hannah.williams1@cancer.org.uk)

### Macmillan

Lyn Bruce, Learning and Development Manager  
[lbruce@macmillan.org.uk](mailto:lbruce@macmillan.org.uk)

## Screening Hub South

[Rsc-tr.BCSPSouthernhub@nhs.net](mailto:Rsc-tr.BCSPSouthernhub@nhs.net)

## Screening and Immunisation Coordinator

Harpal Aujla  
[harpal.aujla@nhs.net](mailto:harpal.aujla@nhs.net)

## Screening and Immunisation Coordinator

Amber Codd  
[a.codd@nhs.net](mailto:a.codd@nhs.net)

## Advocacy services

A list of advocacy services in your area is available [here](#)

## Thames Valley Macmillan GPs

Contact your local Macmillan learning and development manager for details

## Thames Valley Cancer Alliance

Anant Sachdev, QIS SRO  
[anant.sachdev@nhs.net](mailto:anant.sachdev@nhs.net)  
Alison Burton, QIS SRO  
[alison.burton5@nhs.net](mailto:alison.burton5@nhs.net)  
Lally Widelska  
[alexandra.widelska@nhs.net](mailto:alexandra.widelska@nhs.net)

## Berkshire West

### CCG's clinical lead for cancer

Dr Kajal Patel  
[kajal.patel9@nhs.net](mailto:kajal.patel9@nhs.net)

### Cancer Research UK

Bridget England, Facilitator Manager  
[bridget.england@cancer.org.uk](mailto:bridget.england@cancer.org.uk)

### Macmillan

Jen Ramsey, Learning and Development Manager  
[jramsey@macmillan.org.uk](mailto:jramsey@macmillan.org.uk)

## Buckinghamshire

### CCG's clinical lead for cancer

Dr Christine Campling  
[christine.campling@nhs.net](mailto:christine.campling@nhs.net)

### Cancer Research UK

Louise Forster, Facilitator  
[louise.forster@cancer.org.uk](mailto:louise.forster@cancer.org.uk)

### Macmillan

Lyn Bruce, Learning and Development Manager  
[lbruce@macmillan.org.uk](mailto:lbruce@macmillan.org.uk)

For information on this resource: Lally Widelska [alexandra.widelska@nhs.net](mailto:alexandra.widelska@nhs.net)