Urgent GP Cancer Notification

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1. **BACKGROUND**

National Cancer Peer Review Programme Manual for Cancer Services 2008, section 09-7B-308 states that *The MDT should have a policy whereby after a patient is given a diagnosis of cancer the patient’s general practitioners (GP) is informed of the diagnosis by the end of the following working day.*

The MDT should have completed an audit against the policy of the timeliness of notification to GPs of the diagnosis of cancer.

2. **OBJECTIVE**

To ensure Oncology Unit at Alder Hey (Principal Treatment Centre) are compliant in meeting the measures laid down in National Cancer Peer Review programme Manual for Cancer Services 2008 whereby General Practitioners (GPs) are informed of a diagnosis of cancer within 24 hours of discussion with the child/young person and family; be that a definite or probable diagnosis.

3. **SCOPE**

All staff involved in the process of Urgent GP Cancer Notification.

4. **RESPONSIBLE PERSONNEL**

Paediatric Oncologist/Haematologist

Oncology/Haematology Secretariat

5. **POLICY**

5.1 The child/young person’s Consultant carries the primary responsibility for ensuring that the GP is informed in the manner laid out in the Cancer Measures.

5.2 The allocation of other responsibilities must be clearly specified.

6. **ABBREVIATIONS**

General Practitioner - GP

Standard Operating Procedure – SOP

7. **DEFINITIONS**

**Safe Haven Fax**

*Safe Haven* is a term recognised throughout the NHS to describe the administrative arrangements in place to safeguard the transfer of patient identifiable and other confidential information. In effect a safe haven fax is a fax which is manned and where confidential information can be held and communicated safely.

7. **PROCEDURE**

**Who**

- Consultant Paediatric Oncologist/Haematologist
- Patient and family (usually parent(s) or carer)
- Unit/Ward Nurse
- Paediatric Oncology Outreach Nurse (POON)
- Oncology/Haematology Secretariat
- GP

**Where?**

Discussion with child and family regarding diagnosis of cancer may be made in the following areas:

- Oncology Unit (Inpatient area, TCT, Day Care, Outpatients)
- Outlying wards (Alder Hey)
- Outpatients Department

**Documents**

Urgent GP Cancer Notification (Appendix A)
**Process:**
Prior to consultation with family the Consultant should inform secretary of intent to discuss diagnosis.
Secretary will prepare **Urgent GP Cancer Notification form** by completing Patient Identification, Consultant name and GP details and date on form. Once conversation has taken place the Consultant completes diagnosis on form, signs and hands form to secretary.
Secretary telephones GP practice to let them know they are sending confidential information, asks them to acknowledge receipt of fax and double checks fax number. Secretary faxes form, using a *safe haven fax only*, (refer to Policy RM46) to the child’s GP, using cover sheet containing the Trust’s standard disclaimer.

To ensure audit trail is complete GP representative should fax back notification form with practice stamp and signature of receipt.

Receipted fax is filed in the Urgent GP notification folder by person faxing notification.

**N.B.** This process of informing the GP must be completed by the end of the following working day. (Monday-Friday).

If a diagnosis of cancer is made at the weekend it is the responsibility of the child/young person’s Consultant to ensure Urgent GP Cancer Notification Form is completed by end of working day on Monday.
In the absence of the Consultant’s secretary, another person may be nominated by the Consultant, to carry out this process within the same set timeframe.

8. **REFERENCES**

9. **LINKS**
RM46 Policy for transmission and receipt of information by facsimile
RM 44 Data Protection Policy

10. **APPENDICES**
Urgent GP Notification Form
Date:

**Urgent GP Cancer Notification**

**GP Details**

**Patient Identification:**

We are writing to inform you that the above patient has been diagnosed with

The patient's parents/carers have been informed.

The patient is under the care of Dr

Further detailed information will be forthcoming in due course.

Best wishes

Yours sincerely

Signature:  ...............................................................................................................

Name (Print):  .......................................................................................................  

**Urgent GP Cancer of Notification- Receipt**

Practice Stamp:

Signed: ..........................................................  Date: ....................

Please fax back immediately to 0151 252 5676