

**MID TRENT CANCER NETWORK
INFORMATION PRESCRIPTIONS PILOT PROJECT
PROJECT PROGRESS REPORT 3: MAY TO JUNE 2007**

The key objective of the project:	The desired outcomes are as follows:			
By the end of January 2008 we will have developed and tested information prescriptions for patients with lung, gynaecological and head and neck cancers within the Mid Trent Cancer Network.	By the end of the project (January 2008) we will have: <ul style="list-style-type: none"> ▪ Developed underlying principles, a model and process for the delivery of information prescriptions to patients and carers on the lung, gynaecology and head and neck cancer pathways. ▪ Delivered these information prescriptions ▪ Considered the development of 'patient information formularies' ▪ Evaluated the delivery and provided answers to some of the key questions 			
Actions/Milestones	Lead Person (s)	Timescales	Outcomes	Progress/Comments
1. Project Establishment Stage				
• Establishment of a Project Steering Group	Elaine Wilson	01.01.07	Project Steering Group established with appropriate membership	<i>Steering Group established - 08.01.07</i>
• Appointment of a Project Manager/Consultant	Elaine Wilson/Peter Higgins	31.01.07	Project Manager appointed	<i>Sheila Williamson of Dearden Consulting Ltd appointed</i>
• Development and agreement of an outline project plan	Elaine Wilson	31.01.07	Outline Project Plan agreed by the Steering Group	<i>Outline plan agreed on 08.01.07</i>
• Establish formal links with the Department of Health and the evaluation organisation as well as the other Pilot Sites	Elaine Wilson/Project Manager	31.01.07-ongoing	Names and contact details, face to face meetings with key people	<i>Links established with OPM/DH team. OPM meeting 15.02.07</i>
• Secure funding into the Network Budget from the East Midlands SHA	Elaine Wilson	28.02.07	Funding secured into the Network budget and accounting arrangements established	<i>In progress - to confirm with Finance Department at NUH</i>
• Communication and engagement with key stakeholders (ongoing)	Elaine Wilson/Project Manager	Ongoing	Full engagement in the project from all the key stakeholders	<i>Briefing paper presented to Network Management Board</i>
2. Baseline Stage				
• Delivery Plan to be developed and submitted to the Department of Health	Elaine Wilson/Sheila	01.03.07	Delivery Plan submitted to the DH by 01.03.07	<i>Delivery Plan submitted 12.03.07</i>

Actions	Lead Person (s)	Timescales	Outcomes	Progress/Comments
<ul style="list-style-type: none"> Develop detailed plans on what is to be done, how it will be achieved and who the key participants are 	Elaine Wilson/Sheila Williamson	01.04.07	Detailed Plan agreed after the stakeholder Event	<i>Outline detail submitted as part of Delivery Plan to DH</i>
<ul style="list-style-type: none"> Establish work streams to develop information prescriptions and address the key issues of content and delivery 	Elaine Wilson/Sheila Williamson	Ongoing	Effective management of the work programme and engagement of key stakeholders	Work streams established
2. Baseline Stage continued				
<ul style="list-style-type: none"> Hold a stakeholder scoping event 	Elaine Wilson/Sheila Williamson	31.03.07	Engagement of Stakeholders, intelligence gathering and base lining	<i>Event held on 27.3.07 with over 65 delegates</i>
<ul style="list-style-type: none"> Scope existing work on Information Prescriptions, locally, regionally and nationally 	Elaine Wilson/Sheila Williamson	31.03.07	Engagement of Stakeholders, intelligence gathering and base lining	<i>Baseline assessment completed. Ongoing engagement</i>
<ul style="list-style-type: none"> Undertake a baseline assessment of resources and services relating to information prescriptions and report to DoH 	Elaine Wilson/Sheila Williamson	16.04.07	Baseline completed and written report sent to the Department of Health (DoH)	<i>Baseline assessment completed and sent to the DoH</i>
<ul style="list-style-type: none"> Develop principles and processes for the development and delivery of information prescriptions 	Elaine Wilson/Sheila Williamson	07.04.07	Outline principles developed and agreed by which the design and implementation phases will be guided	Completed - drawn from Stakeholder event and previous steering group meetings
<ul style="list-style-type: none"> Identify which parts of the patient information pathways require further development and provision of information resources 	Elaine Wilson/Sheila Williamson	30.04.07	Existing information pathways reviewed and gaps for further development identified	<i>Gaps identified</i>
3. Design Stage (Development of tools and processes)				
<ul style="list-style-type: none"> Within the three tumour-site groups and work streams design the tools and processes by which the information prescriptions will be delivered 	Elaine Wilson/Sheila Williamson	30.06.07	Information Prescription Tools, pathway and operational policies developed and agreed	On target - 3 rd draft of Information Prescription Template completed. To be tested from 25.6.07
<ul style="list-style-type: none"> Publication/printing of the tools and processes by which the information prescriptions are to be delivered 	Elaine Wilson/Sheila Williamson	30.06.07	Printed/Published tools (in a variety of formats - paper, IT-based)	Printed versions of the IP template for the 3 pathways ready for 25.6

Actions	Lead Person (s)	Time scales	Outcomes	Progress/Comments
3. Design Stage continued				
<ul style="list-style-type: none"> Design the Information Prescription template, Operational Policy and Patient Information letter for use in the first 'try and test' phase 	Sheila Williamson/Elaine Wilson	25.06.07	Completed Information Prescription template; operational policy and patient information letter agreed for use in the first phase of the pilot project	Finalised versions of IP template, operational policy and patient letter ready for 1 st pilot phase
<ul style="list-style-type: none"> Utilise appropriate knowledge and expertise to design the information prescriptions and supporting resources/processes 	Elaine Wilson/Sheila Williamson	30.06.07	Harness the experience and expertise of frontline staff, patients and carers in the development of the IP template and associated documentation and processes	Regular meetings held with CNS's and Project Steering Group. Information obtained at Stakeholder event also fed into design of IP
<ul style="list-style-type: none"> Briefing/Education and Training of the key clinical staff and teams who will be involved in the design and implementation phases of the project 	Elaine Wilson/Sheila Williamson	30.06.07	Staff have the necessary knowledge, support and expertise to deliver information prescriptions	3 meetings held with CNS's who have shaped the design of the IP and worked through their training and support needs ready for the first phase of the pilot
<ul style="list-style-type: none"> Ongoing record keeping/data collection with the national evaluation organisation 	Elaine Wilson/Sheila	Ongoing	Appropriate records maintained for evaluation purposes	Ongoing records of progress are being maintained
4. Implementation Stage				
<ul style="list-style-type: none"> Working with the key groups of staff and patients/carers to deliver the designed tool 	Elaine Wilson/Sheila Williamson	01.07.07 to 31.12.07	Implementation of the Information Prescriptions for patients and carers along the head and neck, gynaecology and lung cancer pathways	Regular meetings with the CNS's have been held. High levels of engagement with CNS's and medical staff
<ul style="list-style-type: none"> Implementation of the Information Prescription in a staged process - phase 1 of the 'try and test' phase 1 to commence 25.6.07 		25.6.07-end July 2007	All CNS's involved in the project will issue 4-6 Information Prescriptions to newly diagnosed patients over a 2 week period during the end of June-end of July	On target. Gynaecology CNS meeting arranged for 27.6.07

Actions	Lead Person (s)	Time scales	Outcomes	Progress/Comments
<ul style="list-style-type: none"> Phase 2 of 'try and test' will begin in July-August through to September - testing out a revised Information Prescription template, based on feedback received in phase 1 	Sheila Williamson/Elaine Wilson/CNS's	01.08.07	2 nd version of the Information Prescriptions template will be piloted by the CNS's	Process for phase 2 to be agreed
<ul style="list-style-type: none"> Ongoing record keeping/data collection with the national evaluation organisation 	Elaine Wilson/Sheila Williamson	Ongoing		Ongoing records of progress are being maintained
5. Evaluation				
<ul style="list-style-type: none"> Local evaluation of the first phase of the pilot project - develop the evaluation strategy and methodology 	Sheila Williamson/Elaine Wilson/CNS's	25.06.07	Local evaluation methodology to be agreed by the beginning of the first phase of piloting	Local evaluation strategy and methodology agreed.
<ul style="list-style-type: none"> Permission to undertake local (and national evaluation) to be gained from constituent acute trusts 	Elaine Wilson/Sheila Williamson	25.06.07	Permission gained for local and national evaluations to proceed	Permission gained from Sherwood Forest Hospitals NHS Trust and United Lincolnshire Hospitals NHS Trust. Progress being made with obtaining consent with Nottingham University Hospitals NHS Trust
<ul style="list-style-type: none"> Clinical Nurse Specialists to collect and maintain a database of patient details to whom all information prescriptions are offered 	Elaine Wilson/Sheila Williamson	25.06.07	Data collection to commence at the start of the first pilot phase	Data set fields agreed with CNS's and excel spreadsheet set up. To confirm security arrangements with Trust IT departments for transfer/sharing of data
<ul style="list-style-type: none"> Discovery interviews to be conducted on a sample of patients to whom information prescriptions have been issued 	Carolyn Bennett/Kathy Blythe and Gillian Whitworth	16.07.07	Discovery Interviews to be conducted three weeks after an information prescription has been issued	Discovery Interview process and patient information letter have been agreed

Actions	Lead Person (s)	Time scales	Outcomes	Progress/Comments
<ul style="list-style-type: none"> Feedback from Discovery Interviews and CNS's to be used to inform the review of the IP template and operational policy 	Elaine Wilson/Sheila Williamson	01.08.07	Revise version 1 of the IP template ready for implementation in phase 2	Feedback meeting with CNS's arranged for 23.7.07
<ul style="list-style-type: none"> Participate in GfKNOP's national evaluation study - confirmation of ethical approval and data collection and evaluation processes 	GfKNOP/Sheila and Elaine	? July and October 2007	Full participation in the evaluation arm of the national pilot project	In the process of confirming ethical approval, data collection and evaluation processes
6. Exit Strategy/Sustainability Plans				
<ul style="list-style-type: none"> Development and implementation of a project exit strategy and a longer-term sustainability plan for future development and roll-out of information prescriptions 	Elaine Wilson/Sheila Williamson	31.12.07		
<ul style="list-style-type: none"> Consider inclusion of information prescriptions into the Local Delivery Plans 	Elaine Wilson/Sheila Williamson	31.12.07		
<ul style="list-style-type: none"> Project end report 	Elaine Wilson/Sheila Williamson	31.12.07		
7. Communication Strategy				
<ul style="list-style-type: none"> Provision of regular monthly reports to the national team and to the Network Pilot Project Steering Group 	Elaine Wilson/Sheila Williamson	Month end	Relevant stakeholders and partners are kept up-to-date with project progress	Monthly progress reports are being delivered
<ul style="list-style-type: none"> Development of a Project Newsletter 	Elaine Wilson/Sheila Williamson	01.08.07	Relevant stakeholders and partners (including the general public) are kept up-to-date with project progress	
<ul style="list-style-type: none"> Development of a section of the Mid Trent Cancer Network website to populate with information and data about this project 	Elaine Wilson/Sheila Williamson	01.08.07	MTCN website populated with relevant information	
<ul style="list-style-type: none"> Ongoing communication and publicity about the project using local media sources 	Elaine Wilson/Sheila Williamson	Ongoing	Maintain high profile of the project	Interviews on BBC Radio Nottingham to date

Updated 19th June 2007