

Standard Operating Procedure

The operating procedure set out below must comply with the Data Quality Principles set out within Trust Data Quality Policy

Title:	Escalation of care and management of acutely unwell oncology patients presenting via Emergency Department and Acute Medicine pathway
Document Access:	Internet (Koha)
SOP Reference:	SOP-CLIN/4494/24
Version:	1.0
Upload Date:	14-Oct/2024
Review Date:	14-Oct-2025
Frequency of Review	Annual

		Date
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Mandatory BU's/Groups consulted (if applicable)	Learning From Deaths group Cancer Business Unit Quality & Risk meeting Clinical Governance - Division of Cancer, Diagnostics and Clinical Support	12-Dec-23 24 Sept 2024 and 07-Oct-2024 09-Oct-2024
Approved by	Cancer Business Unit Division of Cancer, Diagnostics and Clinical Support	14-Oct-2024

Disclaimer:

This is a controlled document. Printed versions of this document will be classed as uncontrolled.

Please refer to [Koha Policies and Guidelines Catalogue](#) for the most recent version.

SOP Document Controls:

Version Number	Date	Author	Reason for Revision
0.1	23/05/2024	Marina Backovic	Information transferred to SOP template
0.2	27/06/2024	Marina Backovic	Further discussion and updates with Dr Davies & Dr Ling
0.3	19/09/2024	Marina Backovic	Further discussion and updates with Dr Davies & Dr Ling
0.4	24/09/2024	Marina Backovic	Taken to Cancer Business Unit Quality & Risk meeting for approval. Document re-shared with the attendees with comments to be returned by 07-Oct-24
1.0	14/10/2024	Marina Backovic	Final approved version

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 - b) Guidance for viewing the Oncology Summary Form for escalation of care and management of acutely unwell oncology patients presenting via Emergency Department and Acute Medicine pathway

1. Introduction

Concerns were raised by the Acute Medicine team regarding ambiguity on escalation of care and management of acutely unwell oncology patients presenting via Emergency Department and Acute Medicine pathway.

The consensus was that it can be challenging to gauge prognosis of oncology patients especially when the topic has never been broached between oncologists and patients. Furthermore, feedback received from several groups identified that it is not always clear from the oncology letters regarding the implications of treatment and stage of treatment to the non-oncologists.

The issue was escalated to the Learning from Deaths Claims and Inquest (LFDCI) meeting (December 2023), and it was agreed to undertake a quality improvement project to address this.

A prognostic guidance form was drafted amongst stakeholders (ED / Acute medicine / Oncology / Palliative Care) and the Oncology Summary Form was made available electronically on CITO eCasenote at the Derby site in September 2023. The E-form was later rolled out department wide to all new oncology patients at Derby site on 1st December 2023.

2. Purpose

The aim of the Oncology Summary form is to provide non-oncologists, particularly within ED and acute medicine, broad information regarding oncology patients when planning appropriate levels of treatment, decisions, and escalation.

The form gives a brief overview of diagnosis, treatment plan and broad prognostic group. It also provides documentation on whether the patient is aware of prognosis or if they have a RESPECT form in place.

The completed form is uploaded instantaneously onto CITO once submitted. Therefore, it provides the medical team with up-to-date information when deciding management plans for oncology patients.

3. Scope

In Scope:

The form is currently available for newly referred oncology patients at RDH.

Out of Scope:

It is intended to roll out to all oncology patients in the future.

It is intended to make the form accessible and available on the Burton system in the future.

4. Abbreviations and Definitions

ACD	<i>Associate Clinical Director</i>
CBU	<i>Cancer Business Unit</i>
CITO	<i>Trust Electronic Document Management System</i>
CNS	<i>Clinical Nurse Specialist</i>
ED	<i>Emergency Department</i>
LFDCI	<i>Learning from Deaths Claims and Inquest</i>
RDH	<i>Royal Derby Hospital</i>
SpR	<i>Specialty registrar</i>
QHB	<i>Queens Hospital Burton</i>

5. Responsibilities

Oncology consultants	Complete 'Oncology Summary Form' on CITO
Oncology middle grades / SpRs	
Oncology CNS'	
Oncology Named Consultant / Care team	To update the Oncology Summary form if there are any relevant changes
ED / Acute Medicine	View the completed 'Oncology Summary Form' in the patient's eCasenote to determine up-to-date overview of diagnosis, treatment plan and broad prognostic group
All clinical staff working within the UHDB Trust	
Dr Davies / Dr Ling	To maintain communication with ED/Acute Med to ensure the process is working. To review any forms that have been submitted incorrectly or in error.

6. Procedure

Accessing the form:

The e-form is called '**Oncology Summary form**'.

Currently the form can be completed by Oncology consultants, Oncology middle grades/SpRs, and Oncology clinical nurse specialists.

The e-form can be accessed either directly via CITO or via Lorenzo (under eCasenotes).

Guidance for completing the form:

This form is to act as guidance in the event of acute admission, rather than being a full record of care.

It is accurate at the time of completion, but please refer to the most recent documentation for up-to-date information.

Viewing the completed form in CITO:

The completed form will be placed under the Advance Care Plan tab in CITO.

All clinical staff working within the UHDB Trust will be able to access the form.

The first page contains oncological diagnosis and the patient's treatment summary.

The second page contains prognostic details and any additional information.

Please contact the Oncology registrar or consultant on call for any further queries.

7. Information Governance

There are no additional IG considerations as individuals completing or accessing the 'Oncology Summary form' will adhere to existing IG guidance documented in the Trust Policy for Information Governance.

8. References and Associated/Linked Documents

<p><i>Information Governance - Trust Policy and procedure</i></p>	<p><i>Please refer to the latest version on KOHA - UHDB Strategies, Policies & Clinical Guidelines</i></p> <p>https://derby.koha-ptfs.co.uk/cgi-bin/koha/opac-retrieve-file.pl?id=a5defb0e297970ce751fad81dfdaa052</p>

9. Appendices

- a) **Guidance for completing the Oncology Summary Form**
- b) **Guidance for viewing the Oncology Summary Form for escalation of care and management of acutely unwell oncology patients presenting via Emergency Department and Acute Medicine pathway**

a) Guidance for completing the Oncology Summary Form

i) Accessing the form via CITO (standalone system)

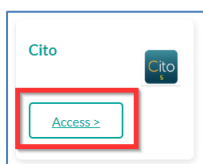


click on the CITO icon on your desktop

Or



via the 'Quick links' on net-i



Access CITO, add your AD login [Windows username and password] and search for the patient;



Results for "A12"

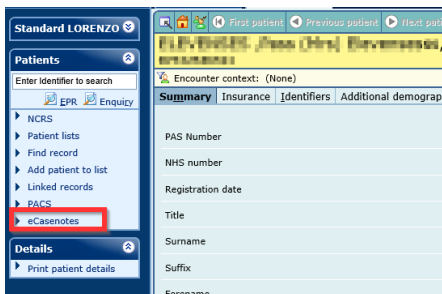
Record (1)

Wildcards (* and ?) are supported. Tip: use ? to replace a space in a double-barrelled name.

Name	Date Of Birth	Date Of Death	Age	Gender	Identifier	Ward	Service	Consulting Doctor
A12_Test ()	01-jan-1974 00:00		50y	Female	81146188			

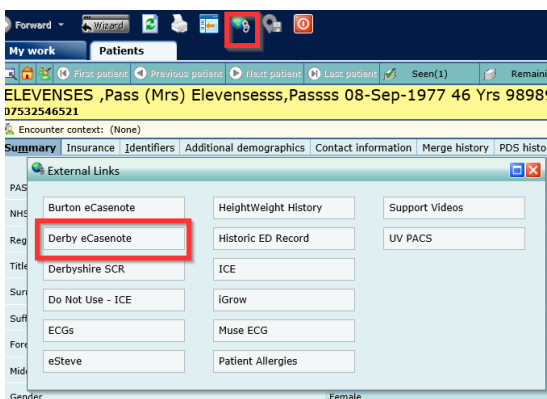
Check the patient's demographics.

ii) Accessing the form via Lorenzo (in patient context)



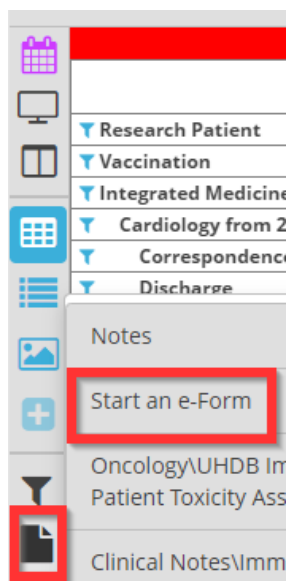
Whilst in the patient record, Click on 'eCasenote' on the left-hand menu.

Or

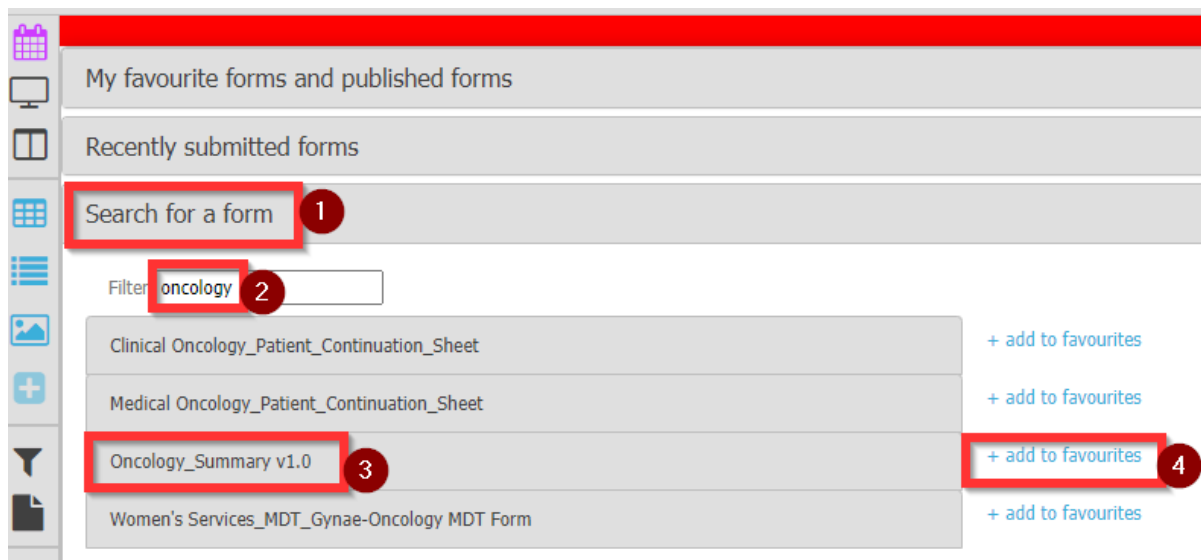


Click on the 'Third party links' icon (World icon) and select 'Derby eCasenote'.

iii) Completing the Oncology Summary form



Click on 'Start form' icon on the left-hand menu and then select 'Start an e-form'



1. Click on 'Search for a form'
2. Type 'Oncology' in the filter (search) text box
3. Select 'Oncology_Summary'
4. You can add this form to your favourites for quicker access.

Cito Organisational Unit: eNotes

A12, Test


Address: Royal Derby Hospital, Uttoxeter Road, Derby, UK, DE22 3NE Home Not Known

Submit Save as Draft Cancel

Oncology Summary - Tab 1 Oncology Summary - Tab 2

[Oncology_Summary v1.0] [Location: Advance Care Plan] [Version 1.0] [Build Date: 01/11/2023]

Oncology Summary



Hospital Number	81146188	Patient Address	Royal Derby Hospital
NHS Number			Uttoxeter Road
Title			
Forename	Test		DE22 3NE
Surname	A12		
Date of Birth	01-Jan-1974		
Gender	F		

Please note this form is to act as guidance in the event of acute admission, rather than being a full record of care. It is accurate at time of completion but refer to most recent documentation for up-to-date information. Performance status and co-morbidities, as well as reason for admission and reversibility of current condition need taking into account when making escalation decisions.

Please contact the Oncology registrar or consultant on call for any further queries.

Diagnosis:

Treatment Plan:

Tab 1: The patient demographics will automatically pull across.

Use the free text box to provide **Diagnosis** and **Treatment plan** information.

Either;

Save as Draft

Or

Move to Tab 2

Submit Save as Draft Cancel

Oncology Summary - Tab 1 **Oncology Summary - Tab 2**

Curable cancer, potentially normal lifespan

Incurable cancer but receiving life extending treatment - prognosis from cancer point of view likely many months/years

Incurable cancer receiving treatment - likely prognosis a year or less

Incurable cancer, not fit for, or declined active treatment. Prognosis poor

Patients receiving neoadjuvant, adjuvant and radical treatment and oligometastatic disease

Patients receiving immunotherapy, those with metastatic prostate or breast cancer controlled with hormone treatment, prognosis of many months to a number of years

Patients with metastatic disease, prognosis of months

Those for no further active treatment

Patient aware of prognosis Yes No

ReSPECT Form in place Yes No

Any other relevant information?

Completed by: _____

Disclaimer: This document is confidential and intended only to be seen and used by the named individual(s). If you are not the intended recipient/individual(s) please destroy this document and notify the Hospital immediately. You should not retain copy or use this document for any purpose, nor disclose all or any part of its content to any other person(s). If you are not the intended recipient any use, disclosure, dissemination, alteration, forwarding or copying of this document is unauthorised. If you have received this document in error, please notify the Hospital immediately. Thank you for your cooperation. University Hospitals of Derby and Burton NHS Foundation Trust, Uttoxeter Road, Derby, DE22 3NE (Tel: 01332 340141)

Tab 2: Select the appropriate broad prognostic group.

Select whether patient is aware of the prognosis or have a RESPECT form in place.

Add any other relevant information which may be helpful to ED/Acute Medicine.

Add **full name**.

A12, Test

Address Royal Derby Hospital, Uttoxeter Road, Derby, UK, DE... Home Not

Submit Save as Draft Cancel

Oncology Summary - Tab 1 **Oncology Summary - Tab 2**

A12, Test, Hospital Number 81146188

Prognostic Category (Please Select correct option)
Prognosis/Treatment Intent

Click '**Submit**' when completed.

A12, Test

Address: Royal Derby Hospital, Uttoxeter Road, Derby, UK, DE... Home Not Known Other Information

28-May-2024 13-May-2024 13-May-2024 13-May-2024 13-May-2024 13-May-2024 13-May-2024 13-May-2024 13-May-2024 13-May-2024

1 of 2

[Oncology_Summary v1.0] [Location: Advance Care Plan]

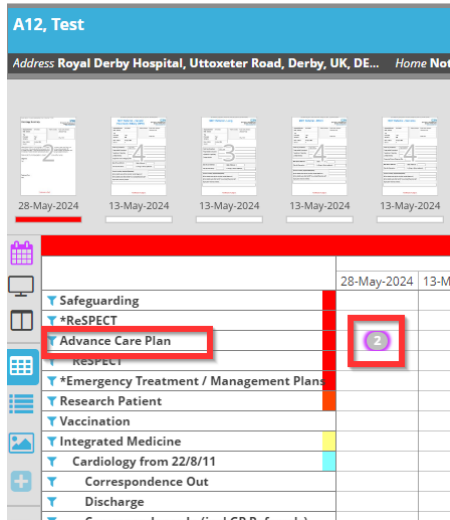
Oncology Summary

28-May-2024

2 of 2

The completed form will be instantly visible in the patient's eCasenote.

b) Guidance for viewing the Oncology Summary Form for escalation of care and management of acutely unwell oncology patients presenting via Emergency Department and Acute Medicine pathway




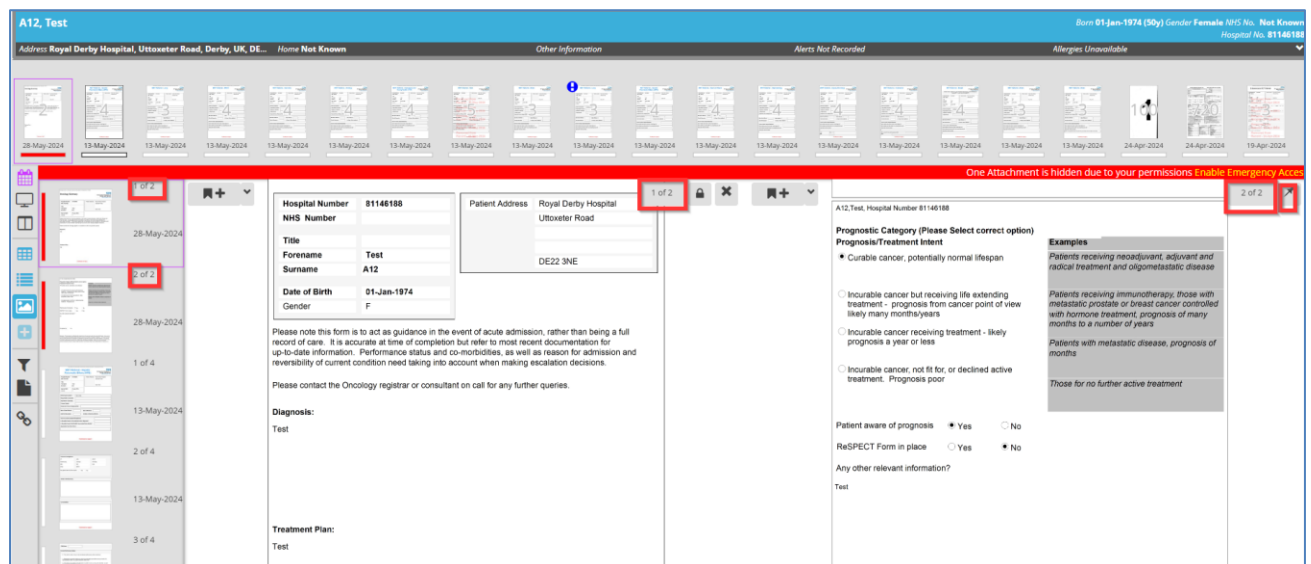
A patient's completed Oncology Summary form is saved under the '**Advanced Care plan**' in the patient's eCasenote.

Please note: The form is currently available for newly referred oncology patients.

First page contains oncological diagnosis and treatment summary.

Second page contains prognostic details and any additional information.

(Tip: Click on the 'Pin' icon  to view and scroll between both pages of the form).



End