



Breast screening: achieving and maintaining the 36-month round length

Appendix 2: building a new screening round plan

Step 1: Generate GP practice lists

Practice lists for each batch

To begin constructing a new plan, establish the existing position regarding round length for each batch. A batch might be a GP practice, an outcode area, date of birth, NTD or a combination of the above. Identify each of these batches on an Excel spread sheet that shows the GP practice, the practice address, postcode/outcode area/year of birth and so on, and the number of eligible people. See example below.

Table 1a: Example GP practice list

| Practice Name | No. of GPs | National Practice code | No. | Address | Postcode | Previous Start date | Previous End date | Expected start date of screening | Location |
|--------------------------|------------|------------------------|-----|--------------------|----------|---------------------|-------------------|----------------------------------|----------|
| Anstruther Road Practice | 2 | M876554 | 734 | 95/97 Another Road | AN1 1OR | | | | |
| Baker Medical Centre | 2 | M853456 | 879 | 235A Another Road | AN2 2OR | | | | |
| Weston Road Practice | 2 | M812339 | 488 | 18 Another Street | AN3 3OR | | | | |
| James Street Practice | 3 | M855490 | 989 | 5 Another Place | AN4 4OR | | | | |

| | | | | | | | | | |
|-----------------------------|---|---------|-----|----------------------|---------|--|--|--|--|
| Holly Lodge Practice | 4 | M842667 | 965 | 73 Another Park Road | AN5 5OR | | | | |
|-----------------------------|---|---------|-----|----------------------|---------|--|--|--|--|

Previous screening dates

Next, add the previous screening date for each batch using pre-existing plans (Table 1b below). Where the practice/area has no previous screening date, you can obtain information from the practice or the bureau to identify if the individuals have moved from a GP practice that has been dispersed. If so, they will have previous screening dates you need to consider.

Table 1b: GP practice list with previous screening dates and locations

| Practice Name | No. of GPs | National Practice code | No. | Address | Postcode | Previous Start date | Previous End date | Expected start date of screening | Location |
|---------------------------------|------------|------------------------|-----|----------------------|----------|---------------------|-------------------|----------------------------------|----------------|
| Anstruther Road Practice | 2 | M876554 | 734 | 95/97 Another Road | AN1 1OR | 01/03/2016 | 08/04/2016 | 14/02/2019 | Tesco |
| Baker Medical Centre | 2 | M853456 | 879 | 95/97 Another Road | AN2 2OR | 09/04/2016 | 06/06/2016 | 28/03/2019 | Tesco |
| Weston Road Practice | 2 | M812339 | 488 | 18 Another Street | AN3 3OR | 07/06/2016 | 01/07/2016 | 24/05/2019 | Asda |
| James Street Practice | 3 | M855490 | 989 | 5 Another Place | AN4 4OR | 02/07/2016 | 09/08/2016 | 20/06/2019 | Asda |
| Holly Lodge Practice | 4 | M842667 | 965 | 73 Another park Road | AN5 5OR | 10/08/2016 | 15/09/2016 | 01/08/2019 | Leisure Centre |

Screening location

Table 1b (above) also shows the appropriate mobile unit location for each practice. You can reorder the data using the Excel sort function to show the batches in date order with the earliest screening date first, and/or by screening location.

Number of days per batch

Based on the decision made regarding the number invited per day and the number of days a service is screening, calculate the number of days screening per batch. You can set this up as a formula in Excel and add as another column in the spreadsheet.

For example:

If the service invites 58 people per day and screens for 5 days per week:

A practice with 784 people will take 13.5 days = just under 3 weeks to screen
 $(784/58)=13.52$ days

This calculation can be amended to take account of any additional weekend and extended day shift patterns.

Step 2: Prepare overview of screening plan in weeks

Set up a spreadsheet similar to Table 2 above. Include all of the known down-time periods for each static and mobile unit, for example holidays and planned maintenance.

Table 2a: screening plan in weeks

| Week commencing | Static 1 | Mobile 1 | Mobile 2 |
|-----------------|-------------------|-------------|----------|
| 23.12.2019 | Christmas Holiday | | |
| 30.12.2019 | | | |
| 06.01.2020 | | | |
| 13.01.2020 | | | |
| 20.01.2020 | | | |
| 27.01.2020 | | | |
| 03.02.2020 | | | |
| 10.02.2020 | | | |
| 17.02.2020 | | Maintenance | |
| 24.02.2020 | | | |
| 02.03.2020 | | | |

Now look across all the screening locations and begin to populate the table with the batches and locations you have identified. At this initial stage you do not need to put in dates for each batch, just the location for screening in week blocks (see Table 2b below).

Table 2b: screening plan in weeks with locations

| Week commencing | Facility 1 | Facility 2 |
|-----------------|---------------------------|------------------------|
| 23.12.2019 | Christmas Holiday | |
| 30.12.2019 | Town supermarket car park | Village Hall car park |
| 06.01.2020 | Town A batch 2 | Town B batch 1 |
| 13.01.2020 | 1500 people (6 weeks) | 2587 people (10 weeks) |
| 20.01.2020 | | |
| 27.01.2020 | | |
| 03.02.2020 | | |
| 10.02.2020 | Town A batch 3 | |
| 17.02.2020 | Maintenance | |
| 24.02.2020 | | |
| 02.03.2020 | | |
| 09.03.2020 | | |

Prepare a detailed screening plan

Once you have the high level weekly plan to achieve the 36-month round length over a 3-year cycle, you can calculate the exact dates per batch (GP practice/age cohort/outcode) and populate the next level of the screening round plan. Achieve this by using the number of days screening per batch.

The Excel spreadsheet calculates the exact number of days for screening and populates the GP practice lists with the expected dates of screening. Repeat this for each batch in the plan giving a start and end date. If the plan is worked out correctly, the date of expected screening should always be earlier than the date previously screened plus 3 years. If not, Excel will highlight this problem and remedial action can be taken.

An example of an electronic round length spreadsheet for a particular location is shown in figure 4 below. Plans will contain separate sections to detail the screening activity for each mobile or static facility depending on how the service chooses to organise its screening. These will often be shown as a separate tab on the overall plan.

Figure 4: Example electronic round length spreadsheet

| Previous Screening Start date | Previous Screening End | Previous batch count | Previous batch ID | Estimated BS Select Count (before randomisation) | Latest Uptake | New expected attendance adjusted for Randomisation | Days per week available | Approx Book Per Day based on uptake and re-books old method | Average Attendance per day | Days Allocated for Fail-safe 2nd TA and Seasonal/other Adjustments | Get expected end date using attendance if available or count only if not | Days leeway | Start too late Warning | Months Slip on original plan (- means early) | Planning Notes |
|-------------------------------|------------------------|----------------------|-------------------|--|---------------|--|-------------------------|---|----------------------------|--|--|-------------|------------------------|--|-------------------------------|
| 14/07/2016 | 10/08/2016 | 359 | EBA00 | 388 | 66% | 218 | 5.0 | 59.0 | 40.0 | 1.0 | 23/08/2019 | 26 | | -0.66 | |
| 11/08/2016 | 12/08/2016 | 579 | EBA00 | 568 | 72% | 348 | 5.0 | 59.0 | 40.0 | 1.8 | 07/07/2019 | 48 | | -0.69 | |
| 12/08/2016 | 31/08/2016 | 664 | EBA00 | 699 | 76% | 452 | 5.0 | 59.0 | 40.0 | 2.0 | 26/07/2019 | 34 | | -0.66 | |
| 02/09/2016 | 15/09/2016 | 456 | EBA00 | 506 | 65% | 280 | 5.0 | 59.0 | 40.0 | 1.3 | 07/08/2019 | 36 | | -0.69 | |
| 15/09/2016 | 05/10/2016 | 441 | EBA00 | 453 | 65% | 250 | 5.0 | 59.0 | 40.0 | 1.1 | 18/08/2019 | 37 | | -0.66 | |
| 06/10/2016 | 21/10/2016 | 719 | EBA00 | 813 | 63% | 435 | 5.0 | 64.0 | 40.0 | 2.0 | 05/09/2019 | 47 | | -0.69 | |
| 24/10/2016 | 09/11/2016 | 694 | EBA00 | 810 | 64% | 441 | 5.0 | 64.0 | 40.0 | 2.0 | 23/09/2019 | 47 | | -0.69 | |
| 11/11/2016 | 07/01/2017 | 1076 | EBA00 | 1205 | 65% | 666 | 5.0 | 59.0 | 40.0 | 3.0 | 20/10/2019 | 47 | | -0.66 | |
| 07/01/2017 | 27/01/2017 | 1095 | EBA00 | 1104 | 57% | 535 | 5.0 | 64.0 | 40.0 | 2.4 | 12/11/2019 | 77 | | -0.69 | Could be invited to Edgware |
| 28/01/2017 | 13/04/2017 | 1785 | EBA00 | 1826 | 71% | 1,102 | 5.0 | 59.0 | 40.0 | 5.9 | 27/12/2019 | 76 | | -0.66 | |
| 18/04/2017 | 02/05/2017 | 1024 | EBA00 | 1082 | 65% | 598 | 5.0 | 59.0 | 40.0 | 2.7 | 20/09/2020 | 111 | | -0.66 | |
| 03/05/2017 | 12/07/2017 | 2141 | EBA00 | 2299 | 72% | 1,407 | 5.0 | 59.0 | 40.0 | 6.3 | 17/03/2020 | 101 | | -0.66 | |
| 13/07/2017 | 04/08/2017 | 914 | EBA00 | 1214 | 65% | 671 | 4.0 | 59.0 | 40.0 | 3.8 | 20/04/2020 | 116 | | -0.69 | Could go to Central Middlesex |