



# RICCR Advisory Group minutes

<b>Title of meeting</b>	PHE National Cancer Registration and Analysis Service Review of Informed Choice for Cancer Registration Advisory Group
<b>Date</b>	Wednesday 8 <sup>th</sup> July 2020
<b>Venue</b>	Skype meeting

<b>Attendees</b>	
Alexandra Callaghan (AC)	Policy Manager for Health, Macmillan Cancer Support
Bonnie Green (BG)	Patient Representative
Janette Rawlinson (JR)	Patient Representative
John Marsh (JM)	Patient Representative
Matt Sample (MS)	Policy Advisor, CRUK
Megan Inett (MI)	Engagement and Awareness Manager, NCRAS
Natalie Doyle (ND)	Nurse Consultant for Living with & Beyond Cancer, Royal Marsden (Chair)
Orfhlaith Kearney (OK)	Engagement and Awareness Administrative Officer, NCRAS
Sophie Morris (SM)	Public Information Manager, NCRAS
Sophie Newbound (SN)	Head of Strategic Engagement and Development, NCRAS
<b>Apologies</b>	
Alison Keen (AK)	Lead Cancer Nurse, Southampton University Hospital
Bhavisha Hirani (BH)	Engagement and Awareness Project Manager, NCRAS
Georgia Papacleovoulou (GP)	Cancer Campaign Group Representative/ Pancreatic Cancer UK
Michael Eden (ME)	Consultant Pathologist at Cambridge University Hospitals, UK Clinical Lead and Associate Caldicott Guardian for the National Cancer Registration and Analysis Service, England

## Actions

Action	Lead	Date
3.1: NDRS team to look at opportunities for learning from the BMA patient information awards	SN/MI	August 2020
3.2: NDRS team to look at possibility of inviting a representative from the Patient Information Forum to a future meeting	SN/MI	November 2020
6.1 All to share any ideas for virtual event topics with NDRS team within next month.	All	August 2020

7.1: All to review Terms of Reference and feedback to SN any comments before the next meeting	All	September 2020
8.1: NDRS team to discuss the NDG consultation and come back to the group to discuss possible actions	SN/MI	When available

## 1. Welcome and Introductions

ND welcomed the group to the meeting and thanked everyone for their time in continuing difficult circumstances.

## 2. Minutes of the last meeting

The group agreed the minutes of the last meeting. These will be published on the gov.uk pages.

## 3. Matters arising

### Patient Information Forum (PIF) Tick accreditation

MI will be taking NDRS through the PIF Tick accreditation process which will enable us to become recognised producers of trusted patient information. The process will take 2-3 months and will involve formalising practices for producing information materials across the organisation. MI will keep the group informed as this work progresses.

**Action 3.1: NDRS team to look at opportunities for learning from the BMA patient information awards**

**Action 3.2: NDRS team to look at possibility of inviting a representative from the Patient Information Forum to a future meeting**

### Royal Marsden project

ND updated the group on how the project had been affected due to COVID-19 and the conversations taking place with the audit team at the Marsden as to how and when it may be possible to restart the project. Footfall through the hospital has significantly reduced therefore making the planned process for the audit possibly less effective. The group agreed it was important to start thinking about how we can do things differently but still ensure we are reaching patients and staff with key messages about cancer registration. BG undertook to discuss possible new ideas with the Cancer Patient Partner Group at Kingston Hospital.

## 4. Digital update

SN updated the group on the progress of the digital review. The redevelopment of our main digital platforms is still progressing but has been affected by the redeployment of a number of NDRS staff.

The review of the public facing website is underway with SM leading the work. The content, layout and branding of the site is all being reviewed. It is hoped by the next meeting there will be a Beta site in place for discussion. SM will contact the group for input.

## **5. Doing things differently as a result of COVID-19**

The COVID-19 pandemic has had an impact on the way we work and also on the work plan that was in place for 2020/21. The group discussed ways in which we could do things differently to ensure that focus still remains on the priorities around the awareness of patient data. Suggestions included:

- Relook at opportunities previously discussed, including adding content to Cancer Nursing Practice journal
- Looking to include an item on cancer registration on external events and webinars taking place
- Attending as a speaker at the NHS Cancer Programme Patient Voices Forum
- Exploring whether an item can be included on agendas for Cancer Alliance and CCG meetings
- Creating digital resources such as a video for Macmillan centres for their own virtual patient events

## **6. Virtual event ideas**

The NDRS team is currently exploring the opportunity to host a series of virtual events. Topics for these are currently being discussed.

**Action 6.1: All to share any ideas for virtual event topics with NDRS team within next month**

## **7. Terms of Reference**

The review date for the Terms of Reference has now passed. This will be discussed at the next meeting including reviewing the purpose and membership of the group and as an opportunity to change or adjust any of the details.

**Action 7.1: All to review Terms of Reference and feedback to SN any comments before the next meeting**

## **8. AOB**

Details of an NDG consultation into the Caldicott Principles and the role of the Caldicott Guardians was shared with the agenda and papers for this meeting. BG thought there was a possible opportunity to promote the awareness raising work of this group. SN encouraged the group to respond individually and promote within own networks. The NDRS team will look at it in more detail to discuss what further action we could take.

**Action 8.1: NDRS team to discuss the NDG consultation and come back to the group to discuss possible actions**

## **9. Next meeting**

**Date TBC – MI to send out Doodle Poll to secure date and time**