



# Cancer registration information: local arrangements

Please complete this form with the relevant local information for your trust. This document should be shared with all relevant members of staff and updated as and when your arrangements change. When completed please return a copy of this form to [NDRSengagement@phe.gov.uk](mailto:NDRSengagement@phe.gov.uk)

**TRUST/HOSPITAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## 1. LEAD CONTACT FOR CANCER REGISTRATION INFORMATION

The person responsible for the completion and implementation of this policy, monitoring compliance and disseminating this information to all relevant staff members involved in care of cancer patients.

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Role:** \_\_\_\_\_

## 2. CANCER REGISTRATION INFORMATION LEAFLET AND POSTER DELIVERY DETAILS

The named contact and address for receiving the cancer registration information leaflet and poster. Leaflets are sent on a quarterly basis. The Cancer Registration patient information leaflet is available in accessible formats including large print, audio and Braille and some additional languages. Contact [NDRSengagement@phe.gov.uk](mailto:NDRSengagement@phe.gov.uk) if you require more information or additional copies of the leaflet.

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Delivery Address:** \_\_\_\_\_



### 3. LOCATION OF INFORMATION MATERIALS

Include all the places the cancer registration information leaflet is available to patients. Trusts should include a copy of the leaflet in patient information packs for newly diagnosed or re-diagnosed patients and make leaflets available in clinic waiting rooms and patient information centres.

#### **Clinic/department/information centre/information pack**

e.g.

- Oncology outpatients, Level 4
- Macmillan Information and Support Centre, Lane Road
- Information packs for newly diagnosed patients compiled by A. Southton, Cancer Information Coordinator

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### 4. CLINICAL AND NURSING STAFF INVOLVED IN DISTRIBUTING THE INFORMATION

Leaflets should be available to staff running clinics to give to patients during discussions about diagnosis and treatment. In this section provide the details of the staff members responsible for providing information to patients in the relevant clinics across the trust.

e.g.

**Staff member:** C. Stevens, Nurse Specialist and Dr E. Manning, Consultant Oncologist  
– see all newly diagnosed patients and provide copy of leaflet in clinic appointment.

**Department:** Oncology



## 5. INFORMATION FOR STAFF

All medical and non-medical staff who may come into contact with patients who have been diagnosed with cancer should be aware that information materials about cancer registration exist. They should be able to answer basic questions about cancer registration and signpost patients to where they can find out more. Staff can use the accompanying *FAQ factsheet* about cancer registration, review the Review of Informed Choice for Cancer Registration [RICCR](#) report which provides useful guidance or visit the website [www.ndrs.nhs.uk](http://www.ndrs.nhs.uk) which provides more information, context and resources for healthcare staff and the public.

Record when and how the guidance on cancer registration has been communicated to all relevant members of staff and additional training on cancer registration undertaken.

e.g.

**Staff group:** Cancer Nurse Specialist team – provided with guidance document and FAQs

**Date:** 10/01/2019

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## 6. CALDICOTT GUARDIAN

The trust Caldicott Guardian is able to answer questions about privacy and wider questions linked to data assurance and data release.

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## 7. MONITORING ARRANGEMENTS

This document and relevant processes should be updated on an annual basis.

**Next review date:** \_\_\_\_\_