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PROJECT SCOPE SUMMARY & TERMS OF REFERENCE

Project Title	Cancer Medical Imaging Guidelines		
Project Reference		Other Reference	
Project Sponsor	Garry Forgeson Medical Oncologist MidCentral Health	Project Manager	Shirlee McLean CCN
Advisory Group	To be advised		
Project Start Date	March 2008	Project End Date	

PROJECT DEFINITION

Purpose / Background	<p>The purpose of this project is to promote a consistency of practice and reporting across the CCN region for imaging cancer patients at the time of diagnosis, staging and surveillance.</p> <p>Currently NZ does not have agreed guidelines for the overall imaging of cancer patients although there are guidelines available for some individual cancers eg breast.</p> <p>RCTS reports inconsistencies in the types of examinations and technical approach to examinations across the region which at times necessitates patients undergoing repeat imaging and delays in the patients being seen</p>	
Relationship to NZ Cancer Control Strategy Action Plan	Outcome/Results	Specific Action
	48. There is regional and national consistency of cancer diagnosis and treatment	All diagnostic and treatment providers are required to demonstrate a protocol / guidelines approach in patient diagnosis and treatment

		Protocols and guidelines should be developed on both a regional and national basis
Vision / Objectives	<p>All diagnostic and treatment providers are required to demonstrate a protocol/guidelines approach in patient diagnosis and management. In developing the Medical Imaging Cancer Guidelines services will:</p> <ul style="list-style-type: none"> • Provide evidence based guidelines to direct practitioners on appropriate imaging modalities and techniques for cancer patients • Ensure standardised Medical imaging and reporting practices for cancer patients across the CCN region • Reduce the number of patients undergoing unnecessary repeat examinations 	
Key Stakeholders	<p>Primary referrers - General Practitioners Secondary / Tertiary referrers – SMO, RMO, House surgeons, Oncologists, Surgeons Radiologists, Medical Radiation Technologists, Medical Imaging Practices in both the public and private sector Royal Australia and NZ College of Radiologists Breast Screen Aotearoa</p>	
Key Participants	<p>An Advisory Group will be establish to assist the CCN to develop Medical Imaging Cancer Guidelines – <i>Please see attached letter inviting participation from interested parties</i></p>	
Project Linkages	<p>Patient Management Frameworks (Victoria, Australia), MOH / Cancer Networks – work is continuing to look at adopting / adapting these disease specific frameworks in NZ. These provide a framework for the consistent approach to the diagnosis, treatment and support of patients with suspected or confirmed cancer.</p> <p>Cancer Referral Guidelines, NZGG – developing evidence-based guidance for primary practitioners on what to do when a person presents with particular symptoms and/or signs suggestive of cancer – due for completion July 2008.</p> <p>Lung Cancer Project, CCN – a steering group has been formed to develop a plan to address inconsistencies of access to services for lung cancer patients</p> <p>International Best Practice – Medical Imaging Cancer Guidelines</p> <ul style="list-style-type: none"> • The Royal College of Radiologists (2006) Recommendations for Cross Sectional Imaging in Cancer Management; 2nd edition (UK) • Sussex Cancer Network (2007) Imaging the Cancer Patient (UK) 	

	<ul style="list-style-type: none"> • Kent & Medway Cancer Network (2004) Imaging for Cancer (UK) • Yorkshire Cancer Network (2007) PET/CT Scans Clinical Guidelines (UK) 	
Critical Success Factors / Key Performance Indicators / Benefits	<p>Benefits</p> <ul style="list-style-type: none"> • Consistency of practice • A reduction in the number of repeat examinations <p>Key Performance Indicators</p> <ul style="list-style-type: none"> • Uptake of Medical Imaging Cancer Guidelines by DHBs and and private radiology services within the CCN region 	
Key Deliverables	<ul style="list-style-type: none"> • Cancer imaging standards developed • Standards promoted across the CCN region • Audit of providers against these standards 	
Scope Inclusions / Exclusions	<p>Inclusions</p> <ul style="list-style-type: none"> • All DHB Radiology Departments and Private Radiology Services who use medical imaging for the diagnosis and treatment of patients with a suspected or confirmed diagnosis of cancer across the CCN region 	
Key Inequalities focus areas	Standards will promote the use of appropriate regardless of location and access to services	
Key workforce focus areas	The impact of these guidelines are unknown in relation to workforce issues however there may be some savings due to increased efficiency	
Key Assumptions	<ul style="list-style-type: none"> • Stakeholders will support and participate in the development of these guidelines • Radiology Departments and Services across the CCN region will adopt the guidelines • The guidelines are evidence based 	
Key Constraints	The role of the CCN is to facilitate this project, DHBs and private providers will be responsible for prioritisation and implementation of this project	
Key Risks	Risk	Mitigating Strategy
	Inability to gain a consensus agreement for the guidelines	<ul style="list-style-type: none"> • CCN will work with the advisory group, the Royal Australia and NZ College of Radiologists and engage with other relevant stakeholders as appropriate • Clear and transparent processes are adopted to incorporate feedback

	Lack of stakeholder buy in impedes the progress of developing the guidelines and willingness to use them	<ul style="list-style-type: none"> • CCN will engage with advisory group and support them to develop a robust implementation plan • Effective communication is maintained

PROJECT APPROACH			
Project Approach	CCN in conjunction with key stakeholders will develop and implement evidenced based Medical Imaging Cancer Guidelines. A post implementation review will be undertaken 4 months following implementation		
Project Milestones	<ul style="list-style-type: none"> • Development of Project Scope and Terms of Reference • Letter to DHB Radiology Departments and Private Radiology Services within the CCN region inviting them to participate in an advisory group for developing the guidelines • Develop draft guidelines in consultation with advisory group members • Guidelines sent to advisory group and other key stakeholders • Final Version sent to service providers for implementation • Post implementation review 	Date	<p>March 08</p> <p>March 08</p> <p>May/June 08</p> <p>Jul 08</p> <p>Aug 08</p> <p>Dec08</p>
Project Cost	<p>CCN will cover project costs related to;</p> <ul style="list-style-type: none"> • Project Management • Development of Guidelines e.g. printing costs • Meeting costs for advisory group meetings <p>It is expected in general that regional stakeholder organisations will contribute to meeting costs for engagement</p>		

Document Control	Draft 1. circulation to Advisory Group Draft 2. circulated to wider stakeholder group Draft 3. circulated to CCN Governance Group for approval	Date	29 th Feb 08 14 th Mar 08 8 th Apr 08
Associated Documents		Date	
		Date	
Approved by		Date	

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