

Ref: FOI/GS/ID 7027

Please reply to:
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Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to 2-week urgent referral policy.

You asked:

I have been looking on the MTW website for your "2 week urgent referral policy". I have not been able to locate this or a leaflet. Would you please be able to email me a copy of this?

Trust response:

Please find below the relevant extracted information from the Trust's Cancer Access Policy.






5.0 Cancer waiting times standard

The following list outlines the key cancer waiting times standards that the Trust must be compliant with:

- All patients referred on a 2ww pro forma from GP/GDP with suspected cancer will be seen within 14 days of receipt of referral.
- All patients referred with breast symptoms will be seen within 14 days of receipt of referral.
- All patients referred by GP/GDP as suspected cancer or breast symptomatic who are subsequently diagnosed with cancer will commence treatment within 62 days of receipt of referral.
- All patients referred from screening programmes (bowel, breast, cervical) as suspected cancer who are subsequently diagnosed with cancer will commence treatment within 62 days of receipt of referral.
- All patients referred to the Trust as suspected cancer should be referred using the correct pro-forma.
- All patients who are upgraded by Consultants as suspected cancer will commence treatment within 62 days of the date of the upgrade.

- All patients diagnosed as a new cancer will receive treatment within 31 days of decision to treat (DTT), irrespective of treatment.
 - All patients who are having a subsequent treatment for cancer will receive treatment within 31 days of the DTT or ECAD.
- 6.0 GP/GDP suspected cancer two week wait (2ww) referrals
- All suspected cancer referrals should be referred by the GP/GDP on the relevant cancer pro-forma provided and submitted via E-referral or Email via the Generic address:
 - All patients must be offered, and provided with, an appointment to be seen within 14 days of receipt of referral to comply with national standards and day 0 is the date the referral was received.
 - The first appointment can be either an Outpatient appointment with a Consultant or investigation relevant to the referral i.e. 'straight to test'.
 - All 2ww referrals will be checked for completeness of the Minimum Data Set (MDS) by the 2ww team within 24 working hours of receipt of referral.
 - For 2ww referrals received by the Trust without the MDS the 2ww team will contact the relevant GP surgery by phone within 48 hours of receipt of referral to obtain the missing information. The referral process should begin i.e. OPA booked for patient whilst information is being obtained to ensure no delay is caused to patients pathway.
 - Persistent failure to provide a suspected cancer pro forma without the MDS will result in the pro formas being returned to the GP practice and an appointment will not be booked until the pro forma is returned and the MDS is complete.
 - Any 2ww referral received by the Trust for a service that the Trust is not commissioned to deliver will be sent electronically to an appropriate local provider with a copy for information sent electronically to the referring GP within 24 hours of receipt.
 - Any 2ww referral received inadvertently by the Trust which were meant for another Trust will be sent electronically to the intended provider with a copy for information sent to the referring GP electronically within 24 hours of receipt.
 - Where appropriate supplementary patient information leaflets are sent with 2ww appointment letters.
 - All patient pathway information is available via the Kent & Medway Cancer Collaborative website and patients can be directed to this if they require further information.

The links to the full policy and appendices are below:

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|  |  |  |  |  |
| Cancer services
access policy and pro | 2ww office
process.docx | 2ww referral
escalation process.do | Consultant upgrade
pro-forma.docx | Inter provider
referral form.docx |