Work Instruction	**Somerset Cancer Register**
Version	Work Instruction 026 v1.0
Date	15th November 2019
Review Date	2 years
Author	Julie Cunningham
Authorised by	Julie Pascoe

CONTENTS:

1.0	**Purpose, Scope & Objectives**
	This instruction describes how to access and use the Somerset Cancer Register
2.0	**Personnel & Responsibilities**
	All Oncology Clinical Trial Staff
3.0	**Background**
	The Somerset Cancer Register collects all the information necessary to make sure that a patient is seen, diagnosed and treated as quickly as possible. The electronic register reduces duplication of information and allows for real time collection of information about a patient from GP referral through to treatments and follow-up. The register contains useful information about CNS involvement, MDT decisions, previous diagnoses etc. It is important that a patient's trial activity is also recorded on the registry so that other health care professionals who are part of the patient journey are aware as to what is happening to the patient whilst on the trial. Use of the register should also improve communication between all staff about the patient journey

4.0	**Definitions**
	CNS – Clinical Nurse Specialist MDT – Multi-Disciplinary Team
5.0	**Health & Safety**
6.0	**Equipment & Documentation**
	Somerset Cancer Register access required (see below)
7.0	**Procedure**
	- In order to get access to the register contact Katie Calie (32384) or James Morcumb (31282). They will provide access over the phone. (*Make sure you ask for **full access** and not 'read only'.)* - Log in via https://cancerregister.plymouth.nhs.uk/CancerRegister - Once logged in you can search for any patient who has been added to the register, this includes newly diagnosed and historical patients. - There is a section titled 'clinical trials. You can add a patient by pressing 'add clinical trial' next to it. - You can put is as much or as little information on the register as is appropriate, describe the trial, note whether it is an observational or interventional trial and include the names of any study drugs, if applicable. - If you want to add extra information about a contact you have had with a patient that is not connected with their clinical trial or is more detailed (e.g. emotional support, unscheduled telephone contact, advice given etc) you can include this on the register by using the 'CNS activity' tab and document the content of the conversation/advice/support offered.
8.0	**References**
9.0	**List of Appendices**
	N/A
10.0	**Document Control**
	All Work Instructions are stored on the shared research drive: G/Research Common/Training & Education/How To work instructions/ Printed copies are not controlled and therefore may not be the current version of the document.
11.0	**Training Record & Competency Assessment**
	Records of the training and competency assessment for this work instruction shall be retained by the nominated educator for the staff group involved. All staff members have a responsibility to retain their own training records for continuing personal & professional development.
12.0	**Monitoring Compliance and Effectiveness**

	Senior Management team to offer support and guidance on the use of the register to junior members of staff. Queries to be directed to senior management team.
13.0	**Revision History**
	Issue 1 – First issue
14.0	**Managerial Approval**

Name	**Signature**		**Date**
Author			
Julie Cunningham		Service Improvement Facilitator	
Reviewers			
Julie Pascoe			
Ben Hyams			