

## **TOP TIPS FOR IMPLEMENTING THE REFERRAL GUIDANCE FOR SUSPECT CANCER WITHIN YOUR PRACTICE\***

- 1. Ensure easy access to the guidance.**  
Suggestions: put laminates on walls in consulting rooms; in doctors bags and on desktops of computers.
- 2. Use a PBL session to inform the whole practice team.**  
A copy of the presentation can be downloaded from the Board intranet site.
- 3. Put a copy of the guidance in your locum pack.**
- 4. Ensure the administration system supports referral within 24 hours** e.g. prioritise dictations to be typed, have fax numbers for appointments offices available etc.
- 5. Ensure that you tick the red flag option on the MDS or write “red flag suspect cancer” on the top of the form / letter. Write the type of cancer you suspect e.g. “suspect colorectal”.**
- 6. List the relevant symptoms that are outlined in the guidance on your referral** – this will facilitate rapid triage within secondary care.
- 7. Include up-to-date contact details on the referral, including a mobile number if available.** This means secondary care can contact the patient immediately by telephone to set up an appropriate outpatient appointment and speeds up access.
- 8. Look at your red flag referrals as part of your CSCG plan.**

*\* Based on feedback from group discussions held at the awareness event on 15<sup>th</sup> November 2007*