Proposed approach for the 2020/2021 cancer QPI review process
Objectives

- **Identifying** national challenges and unwarranted variation in performance against CQPIs.
- **Documenting** underlying issues and explanations pertaining to challenges and variation.
- **Reviewing** the action plans developed to improve performance, on a regional and national level.
- **Evaluating** the impact of action plan implementation.
- **Supporting** collaborative work to accelerate improvement across Scotland.
- **Highlighting** successes, concerns and themes for universal learning and reviews.
Step 1: Gathering intelligence
Intel will be gathered from the following sources: NCQSG and SG; findings from previous reviews; regional network data managers; publically available data; Public Health Scotland CQPI dashboard.

Step 2: Analysis of intelligence
HIS CQPI and Data Measurement & Business Intelligence (DMBI) teams will work with others to analyse intel and data to inform key lines of enquiry (KLE).

Step 3: Key lines of enquiry developed
KLE developed highlighting areas of good practice, areas of concern and areas of unexplained, unwarranted variation.

Step 4: Key lines of enquiry to networks
KLE sent to stakeholders for consultation.

Step 5: Key lines of enquiry refined
HIS CQPI team will review responses from stakeholders including NCQSG, networks and boards.

Step 6: Key lines of enquiry finalised
HIS executive sign off of finalised KLE. KLE will be sent to the networks and will form the basis of the review visit.

Step 7: Review visit arranged
HIS CQPI project officer and regional network manager liaise and plan review visit.

Review Visit
This will be a combination of virtual and face-face meetings as appropriate.
Step 8: High level feedback
Within one week of the review visit, the HIS CQPI team will provide initial verbal feedback to the network.

Step 9: Report drafted
The report will be drafted by the HIS CQPI team.

Step 10: Internal quality assurance
The HIS CQPI team will sign off the report and it will then undergo the internal QA process.

Step 10: Factual accuracy
Draft report and factual accuracy template sent to regional networks and NHS boards with guidance for completion.

Step 12: Report amended
Report will be amended to ensure correct tone, style and factual content.

Step 13: HIS sign off
Finalised report signed off by HIS executive director prior to publication.

Report Published
CQPI review timeframe

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Pre review visit (weeks)</th>
<th>Post review visit (weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data collection and analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Collation</td>
<td>23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>Data Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key lines of enquiry (KLE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KLE sent to networks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response from networks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CQPI team review response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revised KLE sent to networks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review visit preparation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CQPI review team sign off</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal quality assurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Networks factual accuracy (FA) check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FA response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS sign off and publication</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
National Overview Report

• Aimed at: Regional cancer networks, NHS board executives, clinicians and the Scottish Government.
• Structured by tumour specific groups (TSGs).
• Summary of intelligence gathered.
• Clinical appraisal of evidence provided by networks and NHS boards.
• Does not duplicate existing public reports.
• Highlights gaps in intelligence, understanding and action.

Report for General Public

• Reflects findings from the overview report using infographics.
• Aimed at the general public.
• Engagement with cancer patients/carers/families regarding the development of this report.

Stakeholder Meetings

• Regular attendance at the NCQSG.
• Communication between stakeholders and HIS medical director between NCQSG meetings.
• Quarterly meetings with the Scottish Government Cancer Policy Team to: provide updates, inform work and share latest findings.