July 2013

Dear Colleagues,

**RE: SOUTH WALES NEUROENDOCRINE MDT**

I am writing to inform you of ongoing work to develop the Neuroendocrine Network MDT in South Wales.

The Neuroendocrine MDT is held on the 2nd Tuesday of the month at UHW in Cardiff and comprises of Consultant Endocrinologists, Surgeons, Oncologists, Pathologist, Radiologist, CNS and an MDT coordinator.

Work is underway to improve communication flows between Health Boards and the Neuroendocrine MDT to ensure that patients are discussed and managed appropriately and that management recommendations are communicated in a timely fashion to referring clinicians.

Given the regional nature of the service and in order to ensure optimal outcomes for individual patients we will require your co-operation both in the referral process and in the communication of information to your local cancer services department in order for them to record the information onto Canisc.

1) **Referral process**

The referring physician will be expected to notify their local Cancer Services Department of the patient so that all clinical events undertaken in the Health Board are input into Canisc in a timely manner. It will be essential that for patients referred from Health Boards, that the Cancer Services Department are aware of the patient.

If the patient is for MDT discussion only, it will be the responsibility of the referring Health Board to ensure that the patient is added to the MDT using the Canisc MDM module and that the Neuroendocrine MDT co-ordinator is notified that the patient has been added. Local Cancer Services Departments will be able to assist with this so it is imperative that internal communication processes are developed to aid this.

A Neuroendocrine MDT referral proforma is attached and will be available on-line on the South Wales Cancer Network site [www.swcanet.wales.nhs.uk](http://www.swcanet.wales.nhs.uk) (Intranet site)

This will need to be completed in all cases by the referring physician within the Health Boards, both in the primary and secondary care settings, and emailed to the Neuroendocrine MDT coordinator before a patient can be discussed by the MDT. On completion of the form clicking Send will automatically e-mail to the coordinator who is Tracey Williams, tracey.williams20@wales.nhs.uk
2) **Canisc**

The Neuroendocrine MDT will shortly be using the tailored MDM module within Canisc to manage the MDT. To use this service effectively it will be essential to ensure that all the necessary patient-related information reaches the MDT coordinator.

Following the MDT discussion the decision and treatment plan will be communicated back to the referring organisation with a copy to Cancer services within 24 hours.

We would be very grateful for your assistance in these processes which will hopefully streamline communication processes between all health professionals.

Please disseminate and cascade this letter to all stakeholders as appropriate.

Yours sincerely,

Dr Aled Rees  
Consultant Endocrinologist  
Lead Clinician for South Wales Network Neuroendocrine MDT  
University Hospital of Wales  
Heath Park, Cardiff CF14 4XW