

Appendix 3

Inter Trust Referral (ITR) Data Transfer Process

Agreed Actions and Timescales

Action	When	Tracking
First Seen Trust		
Decision to Refer	In MDT, in clinic, other	
Send ITR form to safe e-mail account (where possible to a generic account to prevent delays and encourage consistency)	As soon as MDT Coordinator knows of referral, but within 1 working day of Decision to Refer	Logged when sent
Send clinical letter to safe e-mail account (where possible to a generic account to prevent delays and encourage consistency).	With ITR form if available, otherwise within 3 working days	Logged when sent
Send weekly Referral List (highlighting any referrals not acknowledged).	Weekly	Logged when sent
For third Trust referrals second trusts sends their ITR form and clinical letter and the one from the first Trust to safe e-mail account	As soon as MDT Coordinator knows of third Trust referral	Logged when sent
Treating Trust		
Check safe e-mail account for ITR form	Daily (week days)	Logged when received Acknowledge receipt

Check for clinical letter	As soon as ITR received. MDT coordinator to chase after 3 days if not with ITR	Logged when received Acknowledge receipt
Notify sending trust of onward referral to third trust	As soon as MDT Coordinator knows of onward referral	Logged when sent
Send ITR, DTT and treatment data to First Seen Trust	Within 5 working days of date of treatment	Logged when sent

ITR - Inter Trust Referral

Third Trust

Where receiving Trust refers patient on to a third Trust for treatment

Safe e-mail accounts

Each provider to list the safe e-mails accounts for referral to each tumour site.

ITR Form Data

Data to be sent from First Seen Trust to Treating Trust

- NHS Number
- Patient Name
- Date of Birth
- Consultant referred to
- Tumour Site
- Cancer Referral Decision Date (GP)
- Urgent Cancer Referral Type
- Wait category (2ww, 62 day , consultant upgrade, 31 day only etc.)
- Primary Diagnosis (if known)
- Proposed treatment type (if known)
- Decision to Treat Trust (if appropriate)
- Waiting time adjustment (first seen)
- Waiting time adjustment (Treatment)
- Delay reasons (provide separately for before and after first seen periods)
- Reason for referral (i.e. first treatment, subsequent treatment, diagnostics only, MDT discussion only etc...)

ITR Treatment Data

Data to be sent from Treating Trust to First Seen Trust

- NHS Number
- Patient Name
- Date of Birth
- (GP) Cancer Referral Decision Date
- Decision to Treat Date and Trust
- First Definitive Treatment
- First Definitive Treatment Date and Trust
- Cancer Status
- Primary Diagnosis (ICD)
- Waiting time adjustment
- Delay reason (to cover the 62 day period, for agreement between organisations)

If applicable:

- First Seen By Specialist Date and Trust
- Multidisciplinary Team Discussion Date

Diagnostics only Pathways

Patients that are referred for a diagnostic test and return to original trust for treatment. This includes pathways where some patients remain at second provider for treatment and others returned to original trust.

<i>Diagnostic test</i>	<i>EBUS</i>	<i>Prostate template biopsy</i>	<i>Multiparametric MRI</i>	<i>Surgical VATS</i>	<i>Head & neck biopsy</i>
Referring provider	Receiving Provider				
NDH	RDE	RDE	RDE	PH	RDE
SDH	RDE	RDE	RDE	PH	
RCH			PH	PH	
RDE				PH	