

NOCRI supported Collaboration/Group Workstream Template

Cancer and Nutrition NIHR Infrastructure Collaboration

Work Stream 1: Information provision and communication with Cancer Patients and the Public

Introduction

The following document outlines the objectives and agreed timelines for delivering a work stream that focuses on information provision and communication with cancer patients and the public.

Background

It is predicted that cancer will increasingly be the most frequent cause of death and a major cost to the delivery of health care over the next 30 to 40 years. Good nutritional state is integral to the prevention of cancer, as well as to the treatment of the disease at the end of life care.

In 2014 a team at the NIHR Southampton BRC, together with the World Cancer Research Fund (WCRF UK) supported by NOCRI (NIHR Office for Clinical Research Infrastructure) recognised the need to bring coherence to existing activities in the area of cancer and nutrition and provide a coordinated framework for future research into these areas.

Aims

To ensure that patients and the public needs are central to the development of the collaboration.

Project Team and Roles

Work stream member	Role/Responsibilities	Name	Organisation
Work stream lead	Responsible for the delivery of the work stream including communication of outputs and reporting progress to steering group.	Lesley Turner	ICPV; NCRI Supportive and Palliative Care CSG; NCRI Consumer Forum.
Work stream sponsor (if different to work stream lead)	To provide steer and guidance to the work stream lead and team. The sponsor will be a member of the collaboration/group steering committee.	Lesley Turner	
Team member	PPI Senior Programme Manager	Louise Worswick	NIHR Central Commissioning Facility
	Specialist Dietician in Haematology and Palliative Care	Natasha Jones	Cambridge NHS Addenbrookes

	PPI Advocate	Ann Russell	NCRI Consumer Forum; NCRI Primary Care CSG; Colorectal CSG sub group x2
	PPI Advocate	Elsbeth Banks	NCRI Psychosocial Oncology Survivorship CSG, NIHR Consumer Forum; Trustee of ICPV
	Health Psychology, Clinical Trials, Nutrition and Dietetics	Dimitrios Koutoukidis	UCL
	Executive Director, Science and Public Affairs	Kate Allen	WCRF UK
	Public Health Nutritionist	Victoria Iyamide Nnatuanya	NCRI Consumer Forum
	PPI Advocate	Hilary Stobart	ICPV and NCRI Breast CSG; NCRI Consumer Forum
	BRC PPI Manager	Min Cheung	Royal Marsden
	Physical Activity Engagement Manager	Justin Webb	Macmillan
	PPI Advocate	Mairead MacKenzie	ICPV
	PPI Advocate	Sophia Turner	Management Consultant KPMG
	PPI Advocate	Paul Charlton	
	PPI Advocate	Jacqui Gath	ICPV

Workstream Objectives and Project Plan

Objective 1: To engage relevant Patient Groups in the UK			
Outputs	Activities	Timeframe	Responsible person
Presentations and networking with relevant organisations to raise awareness	Present at the NCRI Supportive and Palliative Care CSG	September 2015 – completed	AKMH/LAT
Presentations and networking with relevant organisations to raise	Present at the NCRI Psychosocial Oncology Survivorship CSG	June 2016 – completed and report on	EB

awareness		website.	
Presentations and networking with relevant organisations to raise awareness	Present at the NCRI Primary Care CSG	19 th May 2016 – completed and report on website.	AR
Presentations and networking with relevant organisations to raise awareness	Present at the East of England Cancer PPG	March 2016 – completed.	AR
Presentations and networking with relevant organisations to raise awareness	Present at the NCRI Breast CSG	24 th November 2016	HS
Presentations and networking with relevant organisations to raise awareness	Chaired a patient panel at the NOCRI MRC-T Charities workshop held in London on 5 th September 2016	5 th September 2016	LAT
Presentations and networking with relevant organisations	Present at the NCRI Consumer Forum	March 2016 – completed and report on website with letter of support	EB/HS/AR/VN
Networking with relevant organisations	Engage with Independent Cancer Patients' Voice and provide link on their website	Ongoing – letter of support to be provided	LAT/EB/HS
Networking with patients/public	Summary report to be on stand at National World Cancer Day in Addenbrook's Hospital	5 th January 2016 - completed	NJ
Networking with patients/public	On WCRF UK Website - Provide link to collaboration website and interview with a member of the workstream	November 2016	KA
Networking with relevant organisations	Scoping exercise to identify what other patient groups should be engaged	May 2016 - completed	LW
Presentations and networking with relevant organisations to raise awareness	Prepare a set of slides to go on website for reference and use in presentations	March 2016 - completed	LAT
Objective 2: To ensure Patient and Public needs are central to the development of the Collaboration			
Outputs	Activities	Timeframe	Responsible person
Named PPI representative on each of the Workstreams	Identify interested individuals and work with Workstream Heads to clarify roles. Individuals to report back to WS1 on activities.	Completed – PPI representatives appointed to all work streams	LAT

Objective 3: To obtain dedicated funding for PPI involvement			
Outputs	Activities	Timeframe	Responsible person
To clarify funding arrangements for PPI involvement	To engage with budget holders – NIHR, WCRF, NOCRI, NCRI Forum etc	May 2016 – Terms of Reference agreed – expenses to be paid to PPI representatives.	MB/SW/LAT

Work stream communications & stakeholder engagement

Work stream communications and stakeholder engagement should be developed in line with the collaboration/group communication plan.

Communication should be well thought-out at work stream, objective and output levels. In addition, consideration of whether communication should occur before, during and/or after completion of outputs, objectives and the overall work stream is also important.

Outputs from each objective of the work stream will be used to inform subsequent objectives and may also be communicated externally to key stakeholders. In order to tailor the output appropriately, consideration will therefore be given to:

- Format (e.g. written report, verbal recommendation, data, briefing note, presentation slides, leaflet etc...)
- Audience (e.g. internal stakeholders v.s. external stakeholders)
- Communication route (e.g. NIHR Hub, as part of comms from other NIHR strategic objectives, etc...), and
- Timing (e.g. Q1 20YY/YY, Month YYYY, or during what point in the workstream (before, during and/or after an objective or output)).

The work stream will generate a range of communication needs and opportunities that will be relevant for both internal and external stakeholders. For both the overall work stream, and specific outputs from each objective, key audiences will be identified and assessment will be made of the appropriate content and timing of messages.

Internal Stakeholders (work stream members and steering committee)					
Communication Type (e.g. status report, achievement of output, etc)	Audience (e.g. project team, advisory board)	Format (e.g. report, slides)	Frequency /Timing	Route (e.g. meeting, t-con, email)	Who is responsible for this?
Status report	Steering group members	Summary report	As and when	Meeting and email	LAT

External Stakeholders (external to work stream and steering committee)					
Communication Type (e.g. status report, achievement of output, etc)	Audience (e.g. NIHR Infrastructure, NOCRI)	Format (e.g. report, slides)	Frequency /Timing	Route (e.g. meeting, t-con, email)	Who is responsible for this?