



## Under 16 Cancer Patient Experience Survey 2023 Sampling Webinar 10<sup>th</sup> January 2024





### Before we start



Say hello and introduce yourselves in the chat



Who are you?

Where are you from?

What is your role?





#### U16 Cancer Patient Experience Survey 2023 – Sampling Webinar

Time	Item
3:00	Introduction and housekeeping
3:10	About the survey
3:20	Compiling your patient sample
3:45	Submitting your patient sample
4:05	Key dates
4:15	Questions





#### Please

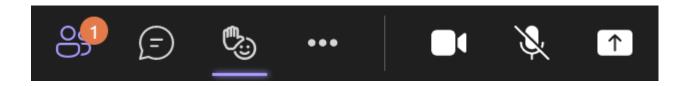


### • Keep yourself muted whilst the presentations are ongoing





Please



- Keep yourself muted whilst the presentations are ongoing
- Put your hand up if you have a question

### Housekeeping



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- Keep yourself muted whilst the presentations are ongoing
- Put your hand up if you have a question
- Add your thoughts/questions to the chat



U16 CPES Sampling Webinar

- Keep yourself muted whilst the presentations are ongoing
- Put your hand up if you have a question
- Add your thoughts/questions to the chat
- All slides will be circulated after the event
- This event is going to be recorded, by remaining you are consenting to being recorded





## Under 16 Cancer Patient Experience Survey 2023 Sampling Webinar 10<sup>th</sup> January 2024



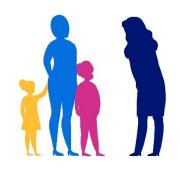






# About the Survey

### Under 16 Cancer Patient Experience Survey



### Background



#### **Under 16 Cancer Patient Experience Survey**



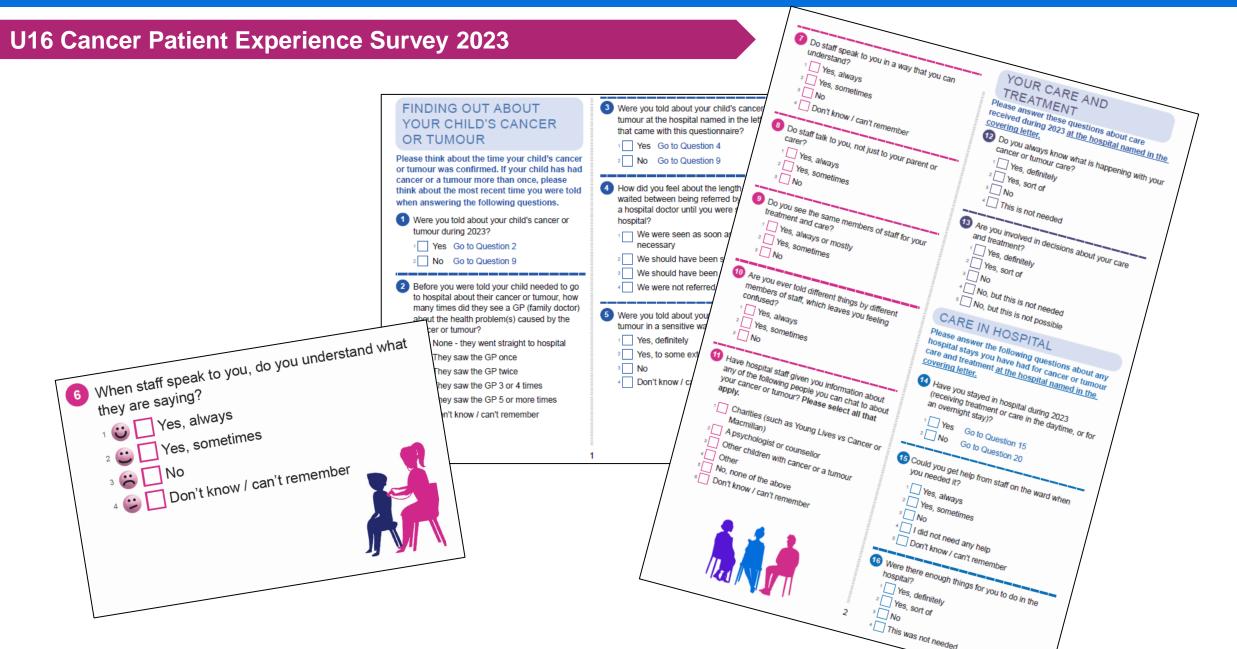
- The Under 16 Cancer Patient Experience Survey (U16 CPES) was developed and is implemented by Picker on behalf of NHS England.
- **Purpose**: to understand the experiences of cancer care among children under the age of 16 and their parents/carers, in England. Results are used to understand and improve cancer care nationally and locally.
- Supported by an Advisory Group of expert stakeholders who meet quarterly to advise on methodology.
- Mixed-mode survey (paper and online options).
- Results from the 3<sup>rd</sup> iteration of the survey were published in November 2023 (<u>https://www.under16cancerexperiencesurvey.co.uk/technical-reports</u>).
- Three survey versions (0-7 years; 8-11 years; 12-15 years).
- Survey website: <a href="https://www.under16cancerexperiencesurvey.co.uk">https://www.under16cancerexperiencesurvey.co.uk</a>





### The Questionnaires





### National Data Opt-Out



**U16 Cancer Patient Experience Survey** 

- The national data opt-out is a service that allows patients to opt out of their confidential patient information being used for research and planning.
- The Under 16 Cancer Patient Experience Survey is exempt from the National Data Opt-out Programme, meaning patients are not required to opt-in to taking part. All eligible patients are to be included in the patient list unless otherwise stated, and patients do not have to actively consent to the sharing of their data.

https://digital.nhs.uk/services/national-data-opt-out/operational-policyguidance-document/policy-considerations-for-specific-organisations-orpurposes

https://digital.nhs.uk/services/national-data-opt-out/programmes-to-which-thenational-data-opt-out-should-not-be-applied



### Section 251



**U16 Cancer Patient Experience Survey** 

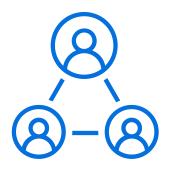
 The survey has received Section 251 approval from the Research Authority's Confidentiality Advisory Group (CAG) and the Secretary of State for Health. This means that the common law duty of confidentiality has been lifted to allow confidential patient information to be disclosed for the purpose of carrying out the survey.



- Details on the CAG website: See approved non-research applications register here: <u>https://www.hra.nhs.uk/planning-and-improving-</u><u>research/application-summaries/confidentiality-advisory-group-registers/</u>
- Approval letter is on the U16 CPES website: <u>https://www.under16cancerexperiencesurvey.co.uk/survey-support-materials</u>

## Section 251: NHS Trust Requirements

**U16 Cancer Patient Experience Survey** 



- Trusts must not submit any additional data variables than those requested from Picker in the sampling instructions
- Trusts must ensure they have removed patients that have specifically opted out from this survey via the dissent posters
- Trusts should submit their patient list using Picker's secure sampling platform only





cancer patient experience surveu

Under 16 Cancer Patient Experience Survey for children, young people and their parents or carers

Help us improve cancer care



NHS England and NHS Improvement may invite you to take part in the cancer survey for children and young people and their parents and carers. This is part of a national programme to improve care and patients' experiences.

#### Your views are important to us

It is your choice whether to take part in the survey, and your answers will be kept confidential.

If you are invited to take part, the hospital will send your contact details to an independent research organisation, Picker, which is carrying out the survey on behalf of NHS England and NHS Improvement.

If you do not wish to take part, or have any questions about the survey, please contact:

PLEASE INSERT A PHONE NUMBER AND EMAIL ADDRESS OF SOMEONE AT THE HOSPITAL WHO CAN BE CONTACTED TO RECORD DETAILS OF THOSE WISHING TO OPT OUT

Patients opting out please note: by opting out you are removed from the mailing list for this survey and for this hospital only, so you might still be included in other surveys. If you do not wish to receive a survey from another hospital you will need to contact staff at that hospital to opt out.

For more information about the survey, please see the survey website: https://www.under16cancerexperiencesurvey.co.uk/



**&**Picker

### Section 251: Picker Requirements



**U16 Cancer Patient Experience Survey** 



- Keep patient information confidential at all times and to comply with data protection legislation.
- To check for deceased patients before each mailing by submitting the list to DBS and removing patients from any future mailings
- To remove patients that opt out via the Freephone line, email or by returning a blank questionnaire
- To check all free-text comments for any safeguarding concerns and escalate as necessary
- Securely delete patient identifiable information by 12 months after publication of results





# Compiling your patient sample



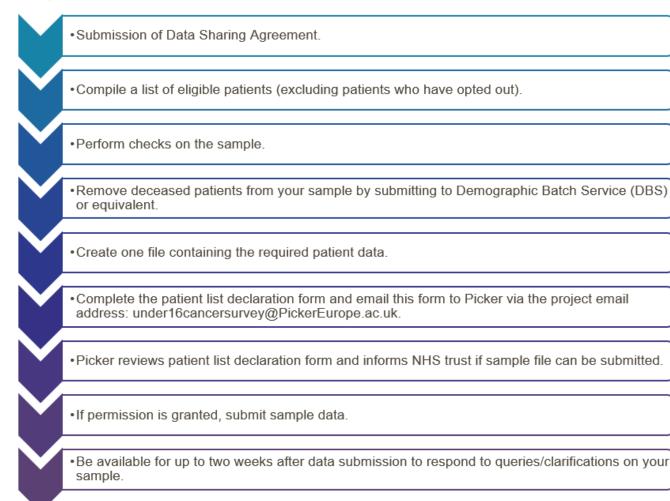
Under 16 Cancer Patient Experience Survey 2023

### The Sampling Process



#### **Under 16 Cancer Patient Experience Survey**

The following flowchart shows the sequential steps that you must follow to draw your sample.

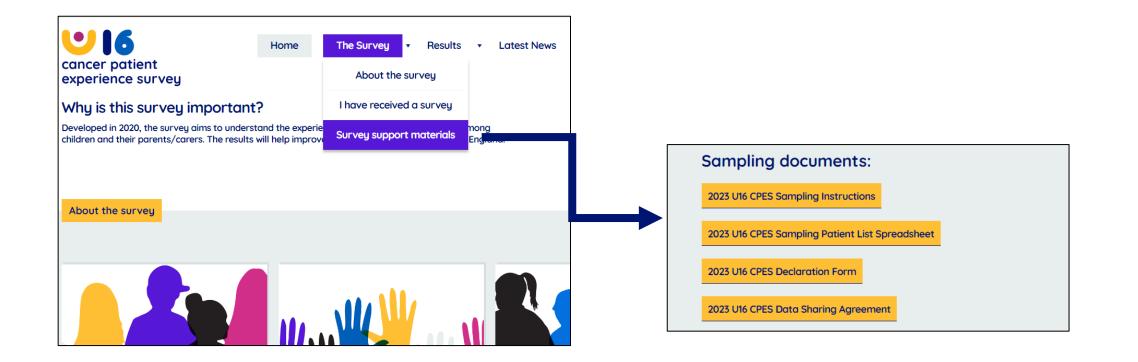


### **Sampling Guidance Materials**



**Under 16 Cancer Patient Experience Survey** 

Go to <a href="https://www.under16cancerexperiencesurvey.co.uk/survey-support-materials">https://www.under16cancerexperiencesurvey.co.uk/survey-support-materials</a>



### Sampling Guidance Materials

Cancer patient experience survey

#### **Under 16 Cancer Patient Experience Survey**

https://www.under16cancerexperiencesurvey.co.uk/survey-support-materials

#### Sampling Guidance Data sharing agreement

#### **UI6** cancer patient experience survey Under 16 Cancer Patient Experience Survey ි Picke **Data Sharing Agreement** THIS AGREEMENT is made and will come into force on 15th January 2024 The 5-digit ODS code for th 1 Between The 3-digit ODS code for NHS site where the patien 1) Name and address (the trust); and your NHS Trust, e.g. RA7 received care 2) NHS England, 7-8 Wellington Place, Leeds, LS1 4AP Patient record number (PRN) NHS Trust Code NHS Site Code Patient First Name or Initials Patient Surname For the purposes of this agreement, Picker Institute Europe is acting as the data processor under the sole instructions of the data controller, NHS England Picker Institute Europe a company incorporated and registered in England and Wales under company number 3908160 and a registered charity in England with registered number 1081688 and in Scotland with registered number SC045048 and whose registered office is at Suite 6, Fountain House, 1200 Parkway Court, John Smith Drive, Oxford OX4 2JY ("Picker") 2 Definitions See Annex A 3 BACKGROUND The Trust has agreed to provide the data items (listed in section 6 of this document) with NHS England (for Picker to process) for the purposes of the Under 16 Cancer Patient Experience Survey 2023 Sampling Instructions for Principal Treatment Centres The data items provided to NHS England (for Picker to process) shall only be processed (PTCs) in connection with the Under 16 Cancer Patient Experience Survey 2023 and will not be used for any other purposes. Under 16 Cancer Patient Experience Survey 2023 Date: January 2024 Author: Picke

#### **Declaration form**

Under 16 National Cancer Patient Experience Survey 2023: A Picker

Excel template

Sample Declaration Form		
is declaration is to be signed off by the member of staff responsible for drawing and che	cking the patient list, as s	et out in the Sampling Instructions.
is checklist will be used for audit purposes to ensure that the patient list conforms to the infidentiality.	instructions. If all steps are	completed it will help to avoid any breaches of
is survey has received Section 251 approval from the Health Research Authority to enal der to be operating under that approval, you must follow the steps outlined below, otherw quirements and confidentiality, please refer to the Survey Handbook.		
ow to complete this declaration:		
ecklist: Please confirm that the checks on the 'Checklist' tab have been completed on ack listed.	behalf of your NHS trust by	inserting a ${}^*\!\mathcal{A}{}^*$ or 'NA' in the boxes adjacent to t
toring an NA: If an 'NA' is inserted to any of the checks, a comment will be expected necessary queries during the patient list checking process, and help have your patient list		g why this check is not applicable. This will avoid
hecks to note: For rows 33, 35 and 37, a number must be entered instead of a '4' or 'N	A' in the boxes adjacent to	the check
eclaration agreement: On the Declaration Agreement tab, enter the required informatio bmitted to Picker for checking, Please wait for a member of Picker staff to tell you when		
Confirm the following:	Check	Comments
Your patient list consists of eligible patients aged under 16 years with a confirmed primary diagnosis of cancer, and who are aware of their diagnosis, who were admitted as inplaients or seen as day case patients for cancer-related care and have been discharged between January 1, 2023 and December 31, 2023. (Patients who are currently 16 may be included if they were discharged at 15 years old.)		
Please confirm that you have not removed current INPATIENTS from your sample.		
Please confirm that you did not remove patients who received most care at another trust from your sample		
Confirm that you have included:	Check	Comments
Patients with a confirmed primary diagnosis of cancer or one of the specified tumour types. That is, they do not have a holding code and they have been told they have cancer or one of the specified tumour types.		
Patients born in 2007 or after who were aged under 16 at the time they they received cancer care (at the time they were discharged as inpatients or day case patients).		
Patients with an ICD-10 code of C00-C97 or D32 - D33, D35.2 - D35.4, D42 - D43, D44.3 D44.5, D48, D76.1 (or equivalent ICD-11 code) in the first diagnosis field of their PAS record. Except the exceptions below.		
All eligible patients who had at least one overnight stay or were seen as a day case in which they were receiving cancer-related care or treatment.		
Patients whose address is incomplete, but contains enough information to have a reasonable chance of being delivered. E.g. Keep in those with (i) address 1 and post code, (ii) complete address without a post code; (iii) address without city or county deliais but with post code.		
Patients with an address in the UK including addresses in the British Islands (Isle of Man, the Channel Islands) and addresses for a military base, care home or prison establishment.		
Duplicate patients (i.e. the same patient that has multiple care episodes should be included on multiple rows).		
Confirm that you have excluded:	Check	Comments

ears and older at the time they were discharged during an episode

### **Sampling Guidance Materials**



#### Under 16 Cancer Patient Experience Survey

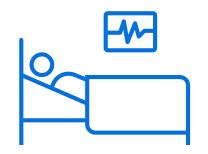
https://www.under16cancerexperiencesurvey.co.uk/survey-support-materials

#### **Declaration form**

Confirm the following:	Check	Comments
Your patient list consists of eligible patients aged under 16 years with a confirmed primary diagnosis of cancer, and who are aware of their diagnosis, who were admitted as inpatients or seen as day case patients for cancer-related care and have been discharged between January 1, 2023 and December 31, 2023. (Patients who are currently 16 may be included if they were discharged at 15 years old).		
Please confirm that you have <b>not</b> removed current INPATIENTS from your sample.		
Please confirm that you did <b>not</b> remove patients who received most care at another rust from your sample		
Confirm that you have included:	Check	Comments
Confirm that you have included: Patients with a confirmed primary diagnosis of cancer or one of the specified tumour types. That is, they do not have a holding code and they have been told they have cancer or one of the specified tumour types.	Check	Comments
Patients with a <b>confirmed primary diagnosis of cancer or one of the specified tumour</b> types. That is, they do not have a holding code and they have been told they have	Check	Comments
Patients with a <b>confirmed primary diagnosis of cancer or one of the specified tumour</b> types. That is, they do not have a holding code and they have been told they have cancer or one of the specified tumour types. Patients born in 2007 or after who were <b>aged under 16 at the time they they received</b>	Check	Comments



**U16 Cancer Patient Experience Survey** 



### INCLUDE:

- All children aged under 16 at the time of their discharge for cancer related care or treatment between January 1, 2023 and December 31, 2023.
  - With a confirmed primary diagnosis of cancer or a non-malignant brain, other central nervous system or intracranial tumour.
    - 'Primary cancer' is defined as the main diagnosis shown on your system, regardless of how many times someone has had cancer in the past or how progressive their cancer is.
- Inpatients and day case admissions who have received NHS care and/or treatment (elective and non-elective) in England for their cancer or tumour.

### Eligibility Criteria – Important!



**U16 Cancer Patient Experience Survey** 

### Please ensure that:

- Only patients that are seen by the cancer teams are included in the sample
  - Some patients may have been seen by non-cancer teams, such as epilepsy surgery or rheumatology patients with macrophage activation syndrome
- Patients are aware of their diagnosis
  - Will likely require a cancer team member checking the patient list
- Duplicate patients are **not** removed
  - Patient list must include all eligible instances of care, so some patients may appear more than once
- Unlike previous years, parent mobile phone number and email address are no longer included

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### Eligibility Criteria – Who to exclude



#### **U16 Cancer Patient Experience Survey**

#### **EXCLUDE:**

- Deceased patients
- Patients only seen as outpatients during the sampling period
- Patients without a confirmed diagnosis of cancer or one of the specified tumours, including those given a holding diagnosis code with pending results
- Patients who are not aware of their diagnosis of cancer or one of the specified tumours (this will require a check by a member of your clinical cancer team)
- Patients aged 16 years and older at the time they were <u>discharged</u> from inpatient or day case care
- Private patients (non-NHS)
- Patients without a UK postal address (but do not exclude if addresses are incomplete but useable, e.g. no postcode)
- Parents/patients that have informed your trust, in response to communications about the Under 16 Cancer Patient Experience Survey, that they (or their child) do not wish to be included in the survey.



## **Potential Sampling Errors**



#### **U16 Cancer Patient Experience Survey**

- Only include patients discharged during the sampling frame (1<sup>st</sup> January 31<sup>st</sup> December 2023)
- Ensure that emergency admissions are included
- Do not remove duplicates in many instances, a patient will appear multiple times in your sample (one row/record per discharge) – Picker will remove duplicates
- Include *all* eligible patients, not just those who are newly diagnosed
- Patients who **receive one off treatment** at your NHS Trust but receive most of their care at another NHS Trust should be included. We deduplicate patients across Trust sample files based on the number of visits to a PTC.
- Patients who **do not speak English as a first language** should be included. There is a translation service available to assist patients who do not speak English.
- Patients who are **receiving follow-up care after their treatment has ended** should be included if they were discharged during the eligible time period.



### ICD-O-3 Codes



#### **U16 Cancer Patient Experience Survey**



- ICD-O-3 site code (4 digits) as per the validation list available here: <u>https://seer.cancer.gov/icd-o-3/</u>, e.g. C488
- ICD-O-3 morphology code (cancer type)<sup>5</sup> histology code (4 digits) plus behaviour code (1 digit) e.g. 9673/3, as per the validation list available here: <u>https://seer.cancer.gov/icd-o-3/</u>. Please see Appendix A for more details.

Your trust will have access to this data, as it is collected as part of the Cancer Outcome and Services Dataset (COSD) submission, normally managed by a cancer data management team within your Trust. **If you do not know who to contact within your Trust concerning ICD-O-3 codes, Picker or NHS England will be able to direct you to the appropriate teams.** 





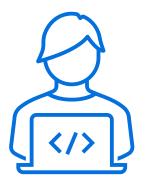
# Submitting your patient sample



Under 16 Cancer Patient Experience Survey



**U16 Cancer Patient Experience Survey** 



- Make sure you have the relevant permissions to share the data by completing and submitting online the Data Sharing Agreement.
- When your sample list is ready, please complete the Patient List Declaration Form (to confirm the sample has been drawn following the guidance with the necessary checks), and email to <u>under16cancersurvey@PickerEurope.ac.uk</u>
- Once your forms have been received and checked, you will be emailed details of how to access Picker's online sample checker platform <u>https://samplechecker.picker.org/</u>

### How to submit your patient sample



#### **U16 Cancer Patient Experience Survey**

https://samplechecker.picker.org/



#### To upload a file for a survey, please select the appropriate survey from the list below

To upload a file into the platform, please first populate the appropriate template. These templates are available for download below. If the survey you need is not listed, please contact <u>clientservice@pickereurope.ac.uk</u>



### How to submit your patient sample



#### **U16 Cancer Patient Experience Survey**

#### https://samplechecker.picker.org/

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					under the Actions column for the appropriate upload.								
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**U16 Cancer Patient Experience Survey** 

### **TYPES OF QUERY:**

- Error to resolve these issues you will need to upload a revised sample file
- **Check** queries that may or may not be an error, to resolve you will need to provide an explanation or upload a revised file
- Historical difference indicates a >5% difference in the sample file compared to the previous year. If >5% difference, please provide confirmation that this has been checked
- Notice provides an overview of the information in the sample, no action needed

### Fieldwork – deceased patient checks

**U16 Cancer Patient Experience Survey** 

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- Picker will share mailing dates with Trusts once they are confirmed
- Picker will conduct DBS checks within 24 hours prior to each survey mailing

cancer patient

- If Trusts wish to do a local check before each mailing, this is most welcomed
- If a Trust needs to inform Picker of a deceased patient, they will need to contact Picker with the unique Patient Record Number(s) so we can ensure they are removed from the mailing. This will need to be at least 48 hours before the mailing date.

### Timeline – Sampling



#### **U16** Cancer Patient Experience Survey

Dates	Task	Responsibility (Trusts/ Picker)
Mid Dec 2023	Sampling instructions available to Trusts	Picker
10 <sup>th</sup> Jan 2024	Webinar to discuss sampling with Trusts	Picker
w/c 15 <sup>th</sup> Jan 2024	Patient list submission start date – date for Trusts to aim toward. (Trusts can submit earlier than this if their list is ready).	Trusts
16 <sup>th</sup> Feb 2024	Last date for Data Sharing Agreement, Patient Declaration Form and Patient Sample (with deceased patients removed) to be submitted to Picker.	Trusts
15 <sup>th</sup> Jan- 5 <sup>th</sup> Mar 2024	Picker to check samples. Trusts to respond to queries	Picker and Trusts
13 <sup>th</sup> March 2024	Final date patient samples can be approved for inclusion in the survey	Picker and Trusts
19 <sup>th</sup> March 2024*	Patient list finalised (e.g. duplicates removed)	Picker
11 <sup>th</sup> April 2024*	Picker to conduct Demographic Batch Service (DBS) trace and send the first survey invite	Picker
2 <sup>nd</sup> May 2024*	Picker to conduct DBS trace and send the first reminder	Picker
23 <sup>rd</sup> May 2024*	Picker to conduct DBS trace and send the final reminder	Picker
End of June 2024	Fieldwork closes	Picker
July 2024	Analysis and reporting begins	Picker

\* These are estimated dates – final dates will depend on the timely submission of patient samples and resolution of queries across all Trusts





### Sampling Questions Under 16 Cancer Patient Experience Survey



#### **U16 Cancer Patient Experience Survey**



#### Within the sampling period, a patient might turn 16. Should they still be included?

cancer patient experience surveu

 Yes – any episodes of cancer-related care and treatment that the patient received when they were under 16, during the defined sampling period of 1<sup>st</sup> Jan and 31<sup>st</sup> Dec 2023, should be included. If they turn 16 in July for example, only those episodes of care received between January and July should be included.

#### Do all the radiotherapy sessions have to be counted as day cases or do we count them as a whole treatment?

 Yes, the sampling process would consider each radiotherapy session an individual care episode and each eligible instance to be included in your sample, after which Picker would remove duplicate patient records. However, if this will result in a significant amount of work to re-code your patient lists, please speak to Picker in the first instance as we do not want to place unnecessary burden on trusts.

#### **U16 Cancer Patient Experience Survey**



Looking into the necessity of patients to be informed of their cancer diagnosis, is it ok if only the parents know that the child has cancer?

cancer patient

 Yes. The mailing is sent to the parent/carer of the child, and the parent/carer will therefore be the first to open the envelope and read the survey invite letter. It is then up to the parent to decide whether to share the survey invitation with their child which may depend on various factors such as whether they consent to their child taking part, whether their child is aware of their diagnosis, and their child's current health status.

Some people receive care which is not directly cancer-related but for symptoms relating to side effects of treatment. We log these instances as supportive care. Would these instances be included in the sample?

• As long as supportive care is provided directly by members of the cancer team, it should be included in the sample. If this care is not provided by the cancer team, then please exclude these instances.

#### **U16 Cancer Patient Experience Survey**

#### What opt-out options will patients have?



- If your trust has advertised the survey through the dissent poster provided, patients may have contacted your trust to opt out from taking part. If they did, these patients should be recorded and removed from your patient list before submitting to Picker.
- Patients can also opt out by calling the Freephone line or helpline email provided on the questionnaire and covering letters, or by sending back a blank questionnaire.

When patients appear on more than one trust list, how will you choose which trust the patient is asked about on the questionnaire?

• The trust that was attended most frequently during the sample period will be asked about.



cancer patient experience surveu



#### **U16 Cancer Patient Experience Survey**



When patients appear multiple times on a trust list, how will you choose which record to retain?

• The one with the latest discharge date. However, the questionnaire will ask patients to feedback on care during the whole of 2023.

#### Should Langernans cell histiocytosis be included?

• Yes, patients with Langerhans-cell histiocytosis (ICD-10 code C96.6) should be included in your sample, as per the sampling guidance

#### Who to include in the patient list:

 All patients aged under 16 years old at the time of their care and discharge, with a confirmed primary diagnosis of cancer and are aware of their diagnosis, specified by an ICD-10<sup>2</sup> code of C00 – C97. Note that this includes all C codes and all subcategories of these codes. The equivalent codes if you are using ICD-11 codes can be found in Appendix B.





## Contact Details and Support



Under 16 Cancer Patient Experience Survey

### **Picker Project Team**



#### **Contact Details**

- Bernardine Jappah, National Programme Administrator
- Caroline Hancock, Research Associate
- Amy Tallett, Head of Research

### **Key Contact Details**

under16cancersurvey@PickerEurope.ac.uk

Caroline Hancock +44 (0) 1865 208 131 Bernardine Jappah +44 (0) 1865 208 123

