

## UKCGG-National Cancer Genetics MDT meeting Ground rules

The UKCGG National Cancer Genetics MDT meeting will be held on the 3<sup>rd</sup> Thursday of the month every two months; the frequency may increase to monthly once we are established.

The meeting will be an on-line meeting format using Microsoft Teams. **The meeting is open to UK clinicians, counsellors and scientists working in the field of Cancer Genetics within the NHS.** Registration for the meeting will require attendees to confirm their full name, job title and place of work. We are looking forward to input from our UK colleagues in helping to address difficult diagnostic and management issues in cancer genetics cases.

Each meeting will either be based on a theme or be a mix of difficult cases. If you have a case to present on this theme please see instructions about submitting a case to present below.

***Please take 5 minutes to read the following important information for all attendees.***

### **All attendees**

1. It is vital that everyone follows the **ground rules regarding information governance** – see below.
2. One of the organisers will admit you from the lobby. Please ensure you are identifiable by full name and centre. Please ensure you keep yourself **muted at all times** unless talking.
3. If you wish to comment then please do this via the Chat function. We will be feeding comments back into the discussion via the chairs who will be monitoring the chat. Please do not use the 'raise hand' as the number of attendees will be too large to keep an eye on this.
4. We will also invite suggestions for diagnosis/ comments at the end of each case.
5. When invited to discuss via the chair:
  - a. Unmute yourself
  - b. Turn on your video
  - c. Introduce yourself- name and institution
  - d. When finished please mute and turn off video
6. We will do our best to allow as many of those who wish to contribute to the discussion to do so. However, due to the number of attendees and depending on the amount of chat and time-constraints, it is possible that your comments may be missed.
7. Please feel free to add links (for example to useful websites/ publications) to the chat and we can circulate useful information following the meeting

### **Presenters:**

1. We will have confirmed who is presenting prior to the meeting and will have asked you to complete a set of template slides
2. Download Microsoft Teams to your laptop/PC ahead of the meeting
3. Before speaking
  - Open your powerpoint presentation
  - Unmute yourself
  - Turn on your video
  - Start sharing
  - Click on presentation thumbnail and then put presentation onto slide-show
4. Introduce yourself by name and institution
5. If you are having difficulty sharing, the organisers will have a back-up version to share.
6. When finished, stop sharing, then mute and turn off video
7. Please document the discussion about the case in the patients clinical notes

### **Information Governance Ground rules**

Patients are at the centre of this, and protection of their data and privacy are of utmost concern. It is therefore vital that all attendees of UKCGG-National Cancer Genetics MDT meeting understand and accept the ground rules which have been drafted to take account of recent guidance from NHSX, NHS Digital and the Information Commissioner's Office in respect of the use of digital tools in the COVID-19 pandemic.

1. The virtual meeting will take place on Microsoft Teams. This provides a private, secure, accessible platform that allows presentation and discussion.
2. Presentation of patient data will take place on the basis of consent for "sharing with other clinical professionals for diagnostic and management purposes", i.e. exactly the same basis as the longstanding "difficult case" session at the UKCGG Winter meeting
3. Patient data and pedigrees should be anonymised. Patient photographs are permitted where there is information that will contribute to the discussion, but should be anonymised if possible i.e. only present pictures of relevant features
4. Recording, screen-capturing, etc. are expressly prohibited. No data is to be removed from the Team environment.
5. All attendees must provide their name and affiliation and use either their nhs.net email address or the address of their healthcare or academic institution.
6. Attendees must be individually identifiable - if you require a link to the Teams meeting, please email the organisers for a link - do not share your personal link with others.
7. For CPD records we will keep a list of attendees who enter the meeting on the day, we will be seeking RCP CPD accreditation for meeting going forward.



**Clinical responsibility:**

We are hoping that the format of this meeting will open up lots of lively debate and discussion about cases. We will keep a record of the cases discussed and the clinical outcomes. You may wish to make a record of the discussion and outcome in your patient's clinical notes. However, please remember that clinical responsibility for the patient and family will remain with the relevant clinical team and Trust, with this national MDT playing an advisory role only.

**Helen Hanson, Anju Kulkani, Fiona Laloo, Marc Tischkowitz**

**On behalf of UKCGG Council and CanGen-CanVar**