

## WHAT IS A CANCER SEA?

The Cancer SEA template was first developed in 2012-13 after a pilot conducted as a joint initiative of the RCGP, the National Cancer Action Team (NCAT) and Macmillan Cancer Support. The outcome of the pilot was a bespoke Cancer SEA template for new diagnoses. This template was based on the structure recommended by NPSA. For this toolkit, the cancer SEA template has been adapted to include an 'outcomes' section focussing on changes carried out as a result of the cancer SEA and the impact or potential impact(s) on the GP, practice team and patient(s). Traditionally SEAs are recommended when any event is thought to be significant in patient care or in the running of the practice.

Whether clinical, administrative or organisational, the SEA process enables the following questions to be answered:

- What happened and why?
- What was the impact on those involved (patient, carer, family, GP, practice)?
- How could things have been different?
- What can we learn from what happened?
- What needs to change?

An account within a Cancer SEA should not allow patients to be identified and should also comprise:

- Title and date of the SEA discussion and subsequent events
- Date the event was discussed and the roles of those present
- A description of the event involving the GP(s) and other colleagues
- Reflections on the event in terms of knowledge, skills and performance
- Safety and quality
- Communication, partnership and teamwork
- Maintaining trust
- What changes have been agreed for me personally and the practice team, roles and agreed timelines for action(s)
- Changes carried out and their impact

A Cancer SEA is best done as a practice activity to be discussed and shared at a practice team meeting. It should specify who participated and who was responsible for implementing any changes. The Cancer SEA should document whether all relevant individuals attended and whether the conclusions should be discussed with any other staff inside or outside the practice. An effective SEA not only identifies the learning points and actions to be taken but also puts changes into effect and monitors their impact. Specifying practice staff member or groups who will be responsible for the agreed action points and deciding how their impact will be monitored comprises a high quality Cancer SEA.