

How to refer a patient for recruitment

The majority of the process is managed by the project office following patient identification:

1. **Identify eligible patients at MDT**
2. **MDT co-ordinator notes eligible patients on MDT proforma which project office receive weekly**
3. **Clinical team mentions project to patient in clinic and provide and information pack to the patient. You will be provided these by the project office and they contain a project leaflet, patient information sheet and an introductory letter to give to patients when seen in clinic. If you don't have any of these packs please contact the project office on ext. 8177 or email rde-tr.swgmc@nhs.net**
4. **There is also a patient information Line (0800 389 8221) that can be used to so that patients involved in the project can be told about to help answer any questions they have about the project.**
5. **Following discussion with patients in clinic, notify the project office if the patient is happy to be approached (rde-tr.SWGMC@nhs.net)**

This can be done by emailing a copy of the clinic letter to the project office, or by emailing the following information:

On-going process for project office and tissue banking team in Exeter (process Varies dependent on the hospital)

- The project office will send a letter to the patient to confirm that as discussed in clinic, someone from the tissue banking team will approach them on the day of their pre-op appointment or surgery and if they agree to take part, consent will be taken and blood will be sampled, then a piece of their tumour collected during their normal cancer care will be donated to the project. Contact details of the project office will be provided to give patients an opportunity to let us know if they do not wish to be approached.
- The tissue bank team will arrange with theatre staff to collect tissue the tissue sample as soon as it has been excised and take this straight to histology for processing. **The tissue must not be put into formalin!**
- The histology team will select a piece of tissue to be used for the project which will be fresh frozen and the remainder will go through the standard clinical diagnostic pathway.
- DNA is extracted from the blood and tumour samples and this will be used for whole genome sequencing.