Local Operations Procedure

Two Week Rule (TWR)

When a patient has a condition which is diagnosed as a possible cancer issue you must treat this matter with high priority and process with the appropriate TWR pathway in order for these patients to be seen within the space of two weeks.

There are three ways to identify a TWR patient, these being:

- **After triage**: when we receive a referral from a patient's GP practice we send it to be triaged, if the clinician that does the triage suspects that the condition may be linked with any cancer related matters he/she will add a comment in the triage sheet stating that the referral is to be treated as a TWR.

- **Consultation notes**: when a patient is triaged to be seen in a community clinic and the clinician finds any possible links to cancer issues after the assessment he/she will write in the consultation notes that the patient is to be referred on to the TWR clinic.

- **After blood tests**: when a patient is seen in a community clinic and is sent to get a blood test done, after the results come back they are sent to the clinician for reviewing and if the results show any possibility of cancer relates issues the clinician will notify you via email that the patient is to be treated as a TWR.

The email for the TWR office is “stgh-tr.CancerReferrals@nhs.net”, when referring a patient to the TWR office you must attach the patients initial referral letter (sent from the patient's GP) and any relevant consultation notes or test results (if applicable).

A confirmation email should be sent to you on the same day, if this does not happen you must contact SGH and chase this up to ensure that they have received the referral and will offer the patient an appointment.