

Cancer Innovation & Improvement Programme 2021/22

Guidance Notes for Applicants

www.bevancommission.org/ciip

The Wales Cancer Network, Bevan Commission, innovation leads and partners are collaborating to offer the cancer community support and funding. The Programme is for people working towards embedding innovation and improvements that can make a sustainable difference at beginning of the cancer pathway, from screening and symptoms to completing diagnosis.

As part of the Cancer Innovation & Improvement Programme (CIIP) 2021/22, we are looking to support teams in the NHS working with organisations with tackling the mounting backlog given the impact of the COVID-19 pandemic. This is a new opportunity to support change to innovate and improve the services and outcomes in Wales.

CIIP comes at a time where the NHS needs to capitalise on identifying new opportunities and ideas in order to solve the current problems and meet the challenges of delivering outstanding patient care as a result of the pandemic. The COVID-19 pandemic has exacerbated existing pressures on, and in cancer services and, introduced new challenges to pathways for patients. The suppressed demand seen over the term of the pandemic to date is beginning to re-emerge and capacity within the service is effectively reduced. Developing intelligence demonstrates increasing volumes of patients waiting at all stages of the cancer pathway with potential impact on the outcomes, experience and prognosis for patients with cancer. The potential for the situation to significantly impact staff well-being, and therefore sickness and vacancy levels, may reasonably be expected to increase pressure on an already fragile system. Even with all of this taking place, there is an opportunity to change and champion new ways of working, bring in innovation and make sustainable improvements.

We are interested in supporting projects that can make a positive impact and long-lasting change to people and communities through their adoption and spread across NHS Wales and the health and care sector.

Learning from the evidence to date, supporting the adoption and adaptation of innovation and improvement leads to higher and faster paced change. We have been working with a number of innovation-focussed leads and partners to develop the right programme of support for teams who would like to adopt and adapt innovations that can make a

sustainable difference to the early part of the cancer pathway (up to and including diagnosis).

Teams who are selected for the programme will:

- join an intensive learning week as they get started
- be provided with start-up funding,
- have opportunities for peer support,
- have regular 1-2-1 sessions
- and a bespoke support package from partners working across Wales providing an opportunity to learn from inspiring leaders, innovators and adopters along the way.

Purpose: to support new innovations and sustainable improvements for the beginning of the cancer pathway, up to and including diagnosis, that have a positive impact on the pandemic induced backlog.

Total fund: £100k in total, allocated between an expected maximum of 5 projects.

Inclusion criteria for applications for the Project

This call focusses on the early stages of the cancer pathway

- Aim to make considerable improvements to patient pathways within the phase from primary care presentation up to and including diagnosis (**see generic pathway diagram**).
- Have a positive impact on the pandemic associated backlog.
- Be designed to provide sustainable impact and benefits beyond the lifespan of the project.
- Be innovation, service improvement or a mixture of the 2 (**see definitions**).
- Aim to complete within 12 months.
- Include a robust and appropriate evaluation.
- Include patient and/or public design and evaluation.
- Project submissions within the time of the call (up to 11.59pm 15th October 2021).

Inclusion criteria for applications for the Applicants

This is a team-based application with the lead applicant working in the NHS

- Applications are welcomed from community, primary and secondary care teams, and especially welcomed as partnerships across sectors and areas.
- The application will be team-based and partner organisations may include Higher Education Institutions, Social Care Wales, Local Authorities, industry partners and 3rd sector.
- The lead applicant must be an NHS employee and applying in that capacity with approval from their line manager. Applications are welcomed from all people at any career level and setting.
- The team or members of the team will need to be available for key group and learning days including joining the Bevan Commission Intensive Learning Week (29th November – 3rd December 2021).

Inclusion criteria for applications for Support and Sign Off

- The employing NHS organisations of the lead applicants will need to provide assurance that support with internal governance, financial and contracting requirements will be provided (e.g. internal ethics, information governance approvals and advice, evaluation criteria).
- Applications should be supported by their Executive lead, and innovation lead for the lead NHS organisation to ensure this support is forthcoming.

The following will be considered for funding within an application with the associated assurances:

- Backfill for existing staff to release time to deliver the project, however assurances will need to be made that backfill can and will be sourced in a timely manner, and time will be allocated time in job plans to deliver the project (exclusions apply to the support organisations sign up to providing as part of the application process).
- Research may form a part of the project, but it should be clear that this is an adoption and adaptation project for impact at service level. Guidance will be given on relevant areas of research or measurement which includes evaluating solution/s and impact within existing pathways.

- Purchase of an existing off the shelf solution to an identified issue will only be considered if it is not already in use or being evaluated elsewhere in Wales for the exact purpose described. The focus of this project and for this application call is on adapting the solution to either a local context, cancer (or type of cancer) or setting and evidence generation for sustainable embedding. Where purchases are required, the Procurement and other teams may need to be involved to sign off compliance and other regulatory or governance. Where possible, discussions should take place ahead of the application.
- Where databases and other software developments are put forward and need to be integrated in the national architecture, there must be agreements in place with Digital Health and Care Wales.
- Projects that are adopting an innovation or making improvement that attracts a recurrent or further cost beyond the funds allocated must demonstrate (a) that the proposed evaluation is capable of providing all the evidence required for their organisation to agree to fund, and (b) that the Executive lead is aware and will actively pursue sustainability funds if the outcomes are successful.

Exclusion criteria for applications

The following will not be funded:

- Research and development costs that are not associated with the actual adoption and adaptation of innovation.
- Costs associated with gaining a qualification or a higher degree, although projects may be submitted which includes team members who are working towards this.
- Subsistence, travel and accommodation costs except in exceptional circumstances that are critical to the project outcome.
- Courses, training and conference registration, except in exceptional circumstances, for example where the innovation/improvement is training based.
- IT equipment (e.g. laptops) to manage the project, although IT equipment that is used as the medium to deliver an innovation will be considered on a case by case basis.
- Additional capacity for existing roles or service provision (e.g. extra lists, additional tracking posts).
- Like for like replacement of existing or de-funded resources.
- Partnership projects with industry, HEIs or third sector that solely result in a product that the NHS will have to purchase in order to see a sustainable impact will only be considered in exceptional circumstances.

Assessment criteria

Additional merit will be given to joint applications that cross organisational boundaries, either geographically, or across primary and secondary care. This must be balanced with the ability to work

closely and complete the project within 12 months.

Scoring criteria

- Alignment to the purpose of the funding call.
- Sustainability beyond the term of the funding.
- Extent of patient and public involvement in design and outcome evaluation.
- Whether evaluation criteria or plans are sufficient and appropriate, and capable of providing the evidence needed by decision makers.
- Estimated extent of impact based on the evidence already available.
- Potential cross-application to other settings, diagnoses, organisations etc.

Application Process

- Complete and submit the application form including any queries ahead of completion.
- You will have the opportunity to listen to an information briefing and to ask questions during the call.
- Your full application must include Executive support. The applications should be supported by the Executive lead, Innovation lead for the NHS organisation that the lead organisation is based in to ensure this support is forthcoming.
- Commitment to the Agreement outlining responsibilities of each party
- Applications will be shortlisted by an expert panel.

Funding allocation process

The payment will be made in line with the major milestones for the project and must be directly paid to the NHS. Instalments can be made, for example, the first payment can be made at the start of the project and the second payment made at the most appropriate major milestone for the project. If progress has not been made or the expectations below have not

been met, further funding can be delayed or withheld. Funding may also be withheld if you fail to submit the required updates and engage with the Support Team. It is important to identify a relevant financial lead within your application.

Key dates

20th September 2021 – Open for applications

15th October 2021 – Deadline for applications

8 November 2021 – Panel Decision with successful applicants notified within 5 working days

26th November 2021 – The Cancer Innovation and Improvement Programme is launched with announcements of the projects

29th November – 3rd December 2021 – Successful applicants join the Intensive Learning Week

From February 2022 – Reporting schedule in place for quarterly or equivalent updates

Evaluation

Project evaluations and measurements will be completed as part of the programme and further work will be completed with the participating teams for this. CIIP is based on the tested methodology called Connecting for Adoption and Adaptation of Innovation (CAAI) by the Bevan Commission and partners. The evaluation of the programme will be using the outcomes framework released as part of the CAAI methodology to assess the progress being made by each project participating in the Programme. Quantitative and qualitative data will be gathered during the Programme in partnership with Swansea University.

Get your application ready and submit

The application form is available online and has a lot of open-ended text responses for the questions. Please stick to the general guide of around 300 words for each section or shorter in some areas. There are some questions where we encourage 150 words or up to 500 words. These are all clearly shown in the word document and also in the online form.

To apply, use the draft word document to plan your application submission and copy this across to the online form when you are ready. Please allow sufficient time to complete the form as there may be technical problems. Please make sure you complete the online form by 11.59pm on 15th of October.

Links:

- The main information page for the Application Call
- The draft word application form can be accessed at:
- The [online form](#)

If you require support, would like to tell us that you want to stay updated on developments during the application stage or ask questions is bevan-commission@swansea.ac.uk or call the Bevan Commission team on 01792 604630.

Annex 1

Cancer Innovation and Improvement Programme Application Form

Closing date: 11.59pm, 15 October 2021

1. Email address

Please indicate your answer

2. First Name

Please indicate your answer

3. Last Name

Please indicate your answer

4. Telephone number

Please indicate your answer

5. Please confirm the following – I have read the guidance and understand that this application will be sent to my local innovation lead for review.

Yes, and I understand

About your innovation or improvement project

6. What is the title of your project?

Please indicate your answer

7. Please provide a brief description

Remember to make it easy to read/understand to the public – approximately 300 words

Please indicate your answer

8. What is innovative or new about this project for your team?

Approximately 300 words for this question

Please indicate your answer

9. How will one know that this innovative approach is making a difference to the cancer pathway? (i.e. what will seem to change)?

Approximately 300 words for this question

Please indicate your answer

10. Is this project brand new to you?

It

It is not entirely new

No

Your contact details

11. Name of organisation

Please indicate your answer

12. Your centre address (work)

If you have several centres, please indicate the one that is most convenient for you for collecting materials that we can send you.

Please indicate your answer

13. Address 2

Please indicate your answer

14. City/Town

Please indicate your answer

Please indicate your answer

15. Twitter link (if you have one)

Please indicate your answer

Information about your Executive Leader

16. Their full name

Make sure they know you are submitting this application

Please indicate your answer

17. Their role

Please indicate your answer

18. Their email address

Please indicate your answer

Information about your Line Manager

19. Their full name

Make sure they know you are submitting this application

Please indicate your answer

20. Their role

Please indicate your answer

21. Their email address

Please indicate your answer

Find out more about your project

22. How will you involve service users, patients and/or the public in the planning and delivery of your project?

Please also indicate whether you will need further support with this part of the project – approximately 300 words for this question.

Please indicate your answer

23. How will prudential principles influence your project?

Further information on prudential principles can be www.bevancommission.org/prudent-healthcare - approximately 300 words for this question

Please indicate your answer

24. Describe how this project will help address the pressures on the cancer pathway for the public, service users or patients in Wales – pressures that have resulted from the pandemic?

Approximately 300 words for this question

Please indicate your answer

Resources and Finance

25. How much money are you applying for from the programme and how will this money be spent?

Between 150 words and 300 words for this question.

Please indicate your answer

26. If this includes staff time (including backfilling), how can you assure the programme that any recruitment will be undertaken in good time and that project leaders will be able to allocate time in their work plans to address the project?

Approximately 300 words for this question

Please indicate your answer

27. Who within the team will take responsibility for managing the project and ensuring that the project proceeds as planned or adapts when necessary?

Approximately 150 words for this question

Please indicate your answer

28. What exactly will you do in this project?

Between 300 words and 500 words for this question

Please indicate your answer

29. What are the important milestones of your project?

Approximately 150 words for this question

Please indicate your answer

30. Who will be involved in delivering the project? (please specify e.g. individuals or professional groups, decision makers, project management or support staff, other NHS organisations, Industries, academic partners or third sector partners)

Please indicate your answer

Benefits / Outcomes / Expected Outcomes

31. Please set out briefly how your innovative approach or improvement will benefit the health of the people for which you provide care, e.g. improved healthcare outcomes, improved service user/patient experience, resource efficiency, etc.

Measure your statements where possible, with reference to existing evidence and publications, and also make it clear whether the innovative approach or improvement in question has been tested elsewhere. Between 330 words and 500 words.

Please indicate your answer

32. Evaluation: Describe how you will measure the progress of your project, including whether it meets the expected impacts/benefits/outcomes/outcomes.

Approximately 300 words.

Please indicate your answer

33. What discussions have you had to confirm that the evidence produced through this project will be sufficient for sustainability decisions to be made?

Please indicate your answer

34. How will the project bring about sustainable change beyond the life of the programme?

Approximately 150 words

Please indicate your answer

35. If your project yields any intellectual property, who will own the intellectual property and what action will you take in relation to the intellectual property?

Up to 150 words

Please indicate your answer

Commitments (please tick as appropriate)

36. You can take part on the basis that you will make the following commitments. Please tick all relevant commitments to show that you will be able to commit to them.

I am committed to participating fully in this programme of networking events (up to 4 days in 2022) and I am committed to participating as fully as possible in additional learning opportunities

I am committed to delivering my project within 12 months (November 2022 at the latest)

I am committed to promoting my engagement with the Programme, together with the outcomes and lessons that will emerge from my project

I undertake to evaluate my project, including the outcomes and impacts

I or a member of the team will be able to join the Programme's Intensive Learning Week (29 November – 3 December 2021)

37. We would like some information to help us understand the type of support that would best suit you. How familiar are you with the following:

these types of support programmes

Wales Cancer Network

Bevan Commission

bring about change with your existing team/partners

Very familiar

Quite familiar

Neutral

Quite unfamiliar

Very unfamiliar

38. Please provide additional contact details for team members and partners who should be contacted in relation to this application. Make sure you enter their full names, names of their organisations and email addresses.

This information is used to keep candidates informed. Make sure you have their permission to include them in this application.

Please indicate your answer

39. Are you content for your contact details to be kept in a database within the Wales Cancer Network and the Bevan Commission so that they can be used to contact you about other similar information and opportunities in the future?

Yes

No

40. Do you have any questions you would like to ask us?

Please indicate your answer

Thank you

This is the end of the application. You will not receive automatic confirmation once submitted. If you would like to discuss the application with a member of the team, please bevan-commission@swansea.ac.uk.