

### Glossary and Abbreviations for Soft Tissue Sarcoma Briefing

Access Criteria	Also known as ‘referral’ criteria or ‘eligibility’ criteria. This is a description of who is and is not eligible for a service and who can and cannot refer a person to a service.
Allied Health Professionals (AHP)	<p>Allied health professionals (AHPs) work with all age groups and within all specialties. They work in partnership with health and social care colleagues across primary, secondary and social care, as well as in the independent and voluntary sectors.</p> <p>Allied health professionals have to be registered with the Health Professions Council (HPC), and provide services such as physiotherapy, occupational therapy, speech and language therapy, psychology and psychotherapy, and dietetics.</p>
Ancillary Treatments	Additional or secondary treatments (for example, the use of anti-emetic drugs to reduce nausea and vomiting following chemotherapy or surgery)
Cancer	Cancer is not just one disease, but a large group of almost 100 diseases. Its two main characteristics are uncontrolled growth of the cells in the human body and the ability of these cells to migrate from the original site and spread to distant sites. If the spread is not controlled, cancer can result in death.
Cancer Network	A group of professionals that help cancer services and organisations in the area to work together to reduce cancer rates and improve experiences and outcomes for patients.
Care Pathway	A care pathway includes diagnosis, treatment and care that a patient goes through on a step by step basis from their first contact with health services.
Chemotherapy	Treatment of cancer by means of chemical agents.
Commissioning	Term used to describe the overall process of planning, funding, purchasing, and monitoring healthcare services.
Commissioning Intentions	Commissioning intentions refer to the number of treatments that Primary Care Trusts will pay for or the amount of money they will invest in a service per year.
Communications Log	The communications log records how stakeholders have been kept informed of progress. This notes the levels of communications via email, phone calls and meetings.
Coordinating Commissioner	The Coordinating Commissioner is the lead commissioner within a commissioning consortium. They are responsible for representing the

	<p>other Associate Commissioners in negotiating and agreeing contracts with service providers. They also oversee the management of the contract.</p>
CT Scan	<p>A CT (computerised tomography) scanner is a special kind of <a href="#">X-ray</a> machine. Instead of sending out a single X-ray through your body as with ordinary X-rays, several beams are sent simultaneously from different angles. CT scans are far more detailed than ordinary X-rays. They can be used to produce virtual images that show what a surgeon would see during an operation.</p> <p>CT scans have already allowed doctors to inspect the inside of the body without having to operate or perform examinations. CT scanning has also proven invaluable in pinpointing tumours and planning treatment with radiotherapy. CT scans can be used for taking pictures of almost any part of the body.</p>
Designation	<p>Designation is a new way of commissioning that involves commissioners working closely with local clinicians, patients, carers and members of the public to ensure designated providers meet recommended safety and quality standards. Designation also prevents unsafe or wasteful duplication of specialised services, by formally designating an appropriate number of service providers to serve a Specialised Commissioning Group (SCG) population, that are best placed to provide high quality and best value services.</p>
Diagnostics	<p>The identification of diseases from the examination of symptoms and test results.</p>
Follow up care	<p>Follow up is shorthand for procedures and appointments to ensure that outcomes of previous treatments have been, or are being, addressed.</p>
Gastro intestinal	<p>Of or relating to the stomach and intestines.</p>
Gastro intestinal Stromal Tumour (GIST)	<p>GIST is a rare type of sarcoma found in the digestive system, most often in the wall of the stomach. Some GISTS are benign (not cancerous) but they can become cancerous if not treated. Generally speaking, the larger the GIST, the more likely it is to be cancerous.</p> <p>These tumours have a rather complicated name. <b>Gastrointestinal</b> means they start in the digestive system (the gastrointestinal tract). <b>Stromal</b> means they develop from tissues that support the connective tissues controlling the movements of the gut. <b>Tumour</b> means a lump or growth in the body.</p> <p>Glivec, also known as Imatinib, is a specialised drug used to treat</p>

	GIST.
Gynaecological cancers	Cancers that start in a woman's reproductive system are called 'gynaecological cancers'
Health Needs Assessment	Health needs assessment is a systematic method for reviewing the health issues facing a population, leading to agreed priorities and resource allocation that will improve health and reduce inequalities.
Histopathology	The microscopic examination of tissue in order to study disease, specifically the examination of a biopsy or surgical specimen by a pathologist.
Improving Outcomes Guidance (IOG)	<p>NICE has issued improving outcomes guidance on how healthcare services for people with sarcoma should be organised. The guidance recommends which healthcare professionals should be involved in treatment and care, and the types of hospital or cancer centre that are best suited to provide that healthcare.</p> <p>The guidance also sets standards for excellent care of patients with sarcoma, which all service providers should adhere to.</p>
Incidence	Degree, extent or frequency of occurrence.
Independent Sector	The Independent Sector refers to service providers who are not part of the National Health Service. They can be either 'not for profit' organisations or 'for profit' organisations.
Invitations to Negotiate	Invitations to negotiate (ITN) refer to the package of tender documentation issued to potential providers of a service inviting them to negotiate and submit priced bids.
Isolated Limb Perfusion	<p>An injection of chemotherapy into an artery in the isolated arm or leg. A tight band is first applied to the top of the limb to prevent the chemotherapy from reaching other areas of the body. This is carried out under general anaesthetic.</p> <p>Isolated limb perfusion can be a valuable treatment for some forms of advanced cancers. Significant response rates have been seen in irresectable (inoperable) sarcoma, although the duration of response tends to be limited.</p>
Key Worker	Key workers include nurses, health care assistants, social workers, support workers and generally staff who play a crucial role in the health and social services sector.
Lead Centre	The principal location for specialised care.
MRI Scan	The MRI scanner uses magnetic and radio waves, meaning that there

	<p>is no exposure to <a href="#">X-rays</a> or any other damaging forms of radiation.</p> <p>Using an MRI scanner, it is possible to make pictures of almost all the tissue in the body. An MRI scan is able to provide clear pictures of parts of the body that are surrounded by bone tissue, so the technique is useful when examining the brain and spinal cord.</p> <p>With an MRI scan it is possible to take pictures from almost every angle, whereas a <a href="#">CT scan</a> only shows pictures horizontally. MRI scans are generally more detailed, too. The difference between normal and abnormal tissue is often clearer on the MRI scan than on the CT scan.</p>
Multidisciplinary Team	Group of experts from many different specialities.
National Cancer Action Team	A multidisciplinary team working with the Department of Health as part of the Cancer Reform Strategy's drive to improve cancer services and reduce inequalities in the provision of cancer care .
Needs Assessment	Health needs assessment is a systematic method for reviewing the health issues facing a population, leading to agreed priorities and resource allocation that will improve health and reduce inequalities.
NHS South West	NHS South West is the region's strategic health authority. It is accountable for the performance of the NHS in the South West. Their role is to ensure the NHS in the South West is run effectively and that NHS services, staff and organisations are developed to meet the needs of the future.
NICE	National Institute for Health and Clinical Excellence
NCG	<p>The National Commissioning Group (NCG) commissions highly specialised services on a national basis for the population of England (and, in some cases, of other countries). In general, the total number of patients receiving treatment from an NCG-commissioned highly specialised service is less than 400 per year.</p> <p>The NCG is a Standing Committee of the National Specialised Commissioning Group (NSCG), whose establishment was also recommended by the Carter Review.</p>
NSCG	<p>National Specialised Commissioning Group (NSCG) – where the 10 Specialised Commissioning Groups come together with the National Specialised Commissioning Team to plan and coordinate specialised service commissioning at a national level.</p> <p>The NSCG oversees the national commissioning function, providing a</p>

	channel of accountability to its PCT 'shareholders', and facilitates collaboration between Specialised Commissioning Group (SCGs) that commission specialised services at regional level.
NSCG Network	This is a group formed by the National Specialised Commissioning Team and the 10 Directors of Specialised Commissioning Groups plus representatives from Wales and Scotland.
Oncology	The field of medicine devoted to cancer. In clinical oncology, there are three primary disciplines: <u>Medical oncology</u> -- the treatment of cancer with medicine, including chemotherapy. <u>Surgical oncology</u> -- the surgical aspects of cancer including biopsy, staging and surgical resection of tumors. <u>Radiation oncology</u> -- the treatment of cancer with therapeutic radiation. Radiation oncology is also called radiation therapy or radiotherapy.
Operational Plan	An annual plan developed by Primary Care Trusts that details how the PCT will deliver national and local priorities.
Orthotics	An 'orthotic' is a device designed to restore your natural foot function. Many 'biomechanical' (walking) complaints such as heel pain, knee pain and lower back pain are caused by poor foot function. Orthotics realign the foot and ankle bones to their neutral position, thereby restoring natural foot function. In turn this helps alleviate problems in other parts of the body. In addition, orthotics give a more even weight distribution, taking pressure of sore spots (e.g. the ball of the foot, corns in between toes, bunions etc) and they provide some shock absorption.
OSC	Overview and Scrutiny Committees – Committees established by Local Authorities with social services responsibilities to undertake their powers outlined in the Local Authority (Overview and Scrutiny Health Scrutiny Functions) Regulations 2002.
Out of Area	In the case of the South West Specialised Commissioning Group out of area refers to geographic locations that sit outside of the South West Strategic Health Authority boundary.
Palliative Care	Care which relieves symptoms without curing them.
Pan Dorset	Geographical area covering the populations served by Dorset Primary Care Trust and Bournemouth and Poole Primary Care Trust.
Patient Pathway	Patient Pathway is the process of diagnosis, treatment and care that a patient goes through on a step by step basis from first contact with health services.
PCT	A Primary Care Trust (PCT) is a type of NHS trust that is responsible

	for promoting health and securing health care for a local population either by commissioning services from a health care provider or directly providing services. Many PCTs are now calling themselves NHS and then the name of their geographical area to make it easier for local people to understand how the NHS is managed locally.
Peninsula	The Peninsula refers to the geographical area served by Devon, Cornwall, Torbay and Plymouth Primary Care Trusts.
PET Scan	<p>A PET scan produces three-dimensional, colour images of your body using radiation. PET means positron emission tomography. It can be used to diagnose a health condition, or find out more about how a condition is developing. It can also be used to measure how well treatment for a condition is working.</p> <p>A PET scan works by detecting radiation inside the body, and makes images that show how the radiation is being broken down. Radiation is given to the body as a medicine called a radiotracer, which goes to the part of your body that needs to be examined. The level of radiation is very small, so it won't damage your body.</p>
Physiotherapy	Physiotherapy is an established and dynamic profession that uses a range of treatment techniques to restore movement and function to the body. All registered practitioners in the UK have completed a three or four year degree course and are entitled to display the letters MCSP, SRP, and will be registered with the <a href="#">Health Professions Council</a> .
PPE	Public and Patient Engagement (PPE) is the process by which the NHS provides information to and from the public to help shape and develop health services.
Pre-qualification Questionnaires	A Pre-Qualification Questionnaire (PQQ) is commonly used for large contracts. It is a questionnaire assessing the suitability of the organisations commercial, technical and financial capabilities and provides information that enables commissioners to shortlist interested parties meeting the required minimum qualification criteria. This aids the contracting authority in controlling the cost of the tendering process. Shortlisted providers are then invited to tender.
Prevalence	Prevalence is the rate at which a condition is likely to occur within a defined population.
Procurement	Procurement is the process by which services are acquired. It includes development of the procurement strategy, preparation of contracts, selection and acquisition of suppliers, and management of the contracts.
Prosthetics	Replacement of a missing body part with an artificial substitute.



Quality Assurance	Quality assurance is a set of activities intended to ensure that services satisfy customer requirements in a systematic, reliable fashion. In specialised commissioning this is achieved through the processes that are a part of designation.
Radiotherapy	Treatment of disease by means of high energy radiation (emission of rays).
Rehabilitation	The process of re establishment of skills by a person who has had an illness or injury so as to regain maximum self-sufficiency and function in a normal or as near normal manner as possible.
Retroperitoneal cancers	Cancers which start at the back of the abdomen are retroperitoneal cancers.
SCG	Specialised Commissioning Group (SCG) is comprised of all the Primary Care Trusts in a given geographical area that come together to commission specific group of services that have been defined as specialised. There are 10 SCGs in England all with the same boundaries as the Strategic Health Authorities that oversee their work.
SCT	The Specialised Commissioning Team (SCT) is a dedicated multidisciplinary team serving the Specialised Commissioning Group. It consists of commissioners, finance and public health experts, administrators and a public and patient involvement/engagement facilitator. The region's 14 Primary Care Trusts plan, commission and procure specialised services through this team.
Service Specification	Service specifications are drawn up by a commissioner before organisations are invited to put in applications to provide the service. Service specifications describe the service that the commissioner wants provided. They often set the standards required and may include things like staffing arrangements, skills, levels of activity, referral criteria, inpatient care and follow-up.
Shared Care	The responsibility for appropriate long-term medical care must be shared by cancer survivors, their families, the oncology team, and primary care providers.
Soft Tissue Sarcoma	A cancer that begins in the muscle, fat, fibrous tissue, blood vessels, or other supporting tissue of the body. It is a rare cancer that accounts for about 1% of all malignant tumours. The cause of most cases of soft tissue sarcoma is not known. However there are certain risk factors for the development of soft tissue sarcomas.
Supply2health	NHS Supply2Health is an online resource that advertises opportunities to provide Part B clinical services commissioned by the NHS in England.

SW SCG	The South West Specialised Commissioning Group (SW SCG) is the Specialised Commissioning Group (SCG) for the South West region.
Specialised Services	Specialised services generally involve complex procedures or require very specialised workforce and or treatment/care for conditions that are rarer than those treated in local hospital. Consequently, specialised services often serve a wider population catchment than do local services and are not available in every hospital.
Stakeholders	Stakeholders refer to any person who has a stake and interest in the services that commissioners plan, designate and procure. Stakeholders can be professionals, patients, carers, members of the public, volunteers.
Stakeholder engagement	As part of the commissioning/designation commissioners will engage stakeholders in discussions about how the health sector can meet the challenges of the future.
Surgical Intervention	Cutting into the body using a laser or scalpel.
Tariff	A tariff is the agreed cost of a service. The national tariff is largely based on cost information submitted to the Department of Health by organisations providing NHS services.
Treatment regimen	Systematic course of therapy.
West of England	Geographical area relating to the following Primary Care Trusts: Somerset, North Somerset, Bristol, Bath and North East Somerset, South Gloucestershire, Gloucestershire, Swindon and Wiltshire.

World Class Commissioning	<p>World class commissioning is a statement of intent, aimed at delivering outstanding performance in the way we commission health and care services in the NHS.</p> <p>It will deliver better health and well-being for all:</p> <ul style="list-style-type: none"> <li>• People will live healthier and longer lives.</li> <li>• Health inequalities will be dramatically reduced.</li> </ul> <p>It will deliver better care for all:</p> <ul style="list-style-type: none"> <li>• Services will be evidence-based and of the best quality.</li> <li>• People will have choice and control over the services that they use, so they become more personalised.</li> </ul> <p>It will deliver better value for all:</p> <ul style="list-style-type: none"> <li>• Investment decisions will be made in an informed and considered way, ensuring that improvements are delivered within available resources.</li> <li>• Primary Care Trusts will work with others to optimise effective care.</li> </ul>
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