

Title	Annual Review Process
Version	1.0

1	Annual Review Process – General Principles
2	Review Process & Roles - Paediatrics RSUH
3	Annual Review Process & Roles – Paediatrics Shropshire
4	Annual Review Process & Roles – Adults RSUH
5	Annual Review Process & Roles – Adults Shropshire
6	Annual Review Process & Roles – Adults New Cross Hospital

1 Annual review Process – General Principles

- Every Patient is reviewed annually
- All members will be present (in agreement with family).
- The team and patient/family will reflect over the previous 12 months.
- The lead consultant will go through the results and summarise to the child/family/adult patient, propose and agree a plan for the following year
- Investigations will take place approximately 2 months prior to annual review date.

2 Review Process & Roles - Paediatrics RSUH

- Patient is reviewed annually around their birthday
- Investigations commence 2 months prior to review date - as per Guideline 6.2 “Annual Review Investigations”
- Pre-clinic meeting to review results, review previous year, plan for following year.
- All members of the MDT attend and summarise their findings.
- CF nurses to ensure investigations are requested, results checked, abnormal results noted, and all results made available to discuss at annual review

3 Annual Review Process & Roles – Paediatrics Shropshire

- Patient is reviewed annually on a fixed month of the year
- Investigations commence approximately 2 months prior to review date - as per Guideline 6.1 “Annual Review Investigations”
- CF Nurse, Physio & Dietitian conduct a pre-review home visit
- CF Psychologist distributes Family Annual Review Questionnaire
- Lead consultant generates a completed Annual Review Proforma detailing history, progress, results and family questionnaire
- NWM CF Centre MDT and Shropshire MDT meeting to review Proforma & results prior to then meeting child/family

4 Annual Review Process & Roles – Adults RSUH

- Patient is reviewed annually around their birthday
- Investigations commence 2 months prior to review date - as per Guideline 6.2 “Annual Review Investigations”
- ‘One-stop shop’ style annual review clinic held – all investigations done on the same day where possible.
- All members of the MDT attending and summarising their findings.
- CF nurse to ensure investigation results checked, abnormal results noted, and all results made available to discuss at the annual review discussion meeting.

- Annual review letter with outcomes of the annual review and recommendations for the following year completed and sent to patient.

5 Annual Review Process & Roles – Adults Shropshire

- Patient is reviewed annually on a fixed month of the year
- Investigations commence 2 months prior to review date - as per Guideline 6.2 “Annual Review Investigations”
- Pre-clinic meeting to review results, review previous year, plan for following year.
- CF nurse distributes Annual Review Questionnaire at clinic OPA
- MDT review patient at OPA, discuss findings and make plan for following year.
- Lead consultant generates an Annual Review Proforma detailing history, progress, results and questionnaire

6 Annual Review Process & Roles – Adults New Cross Hospital

- Patient is reviewed annually on a fixed month of the year
- Investigations commence 1-2 months prior to review date - as per Guideline 6.2 “Annual Review Investigations”
- CF Nurse distributes Annual Review proforma to MDT the week before the MDT meeting
- MDT review patient at OPA, discuss findings and make plan for following year.
- Lead consultant generates an Annual Review Proforma detailing history, progress and results