

Standard Operating Procedure: Implementation of FaHRAS *(Family History Risk Assessment)*

Key



Blue boxes represent the process to follow

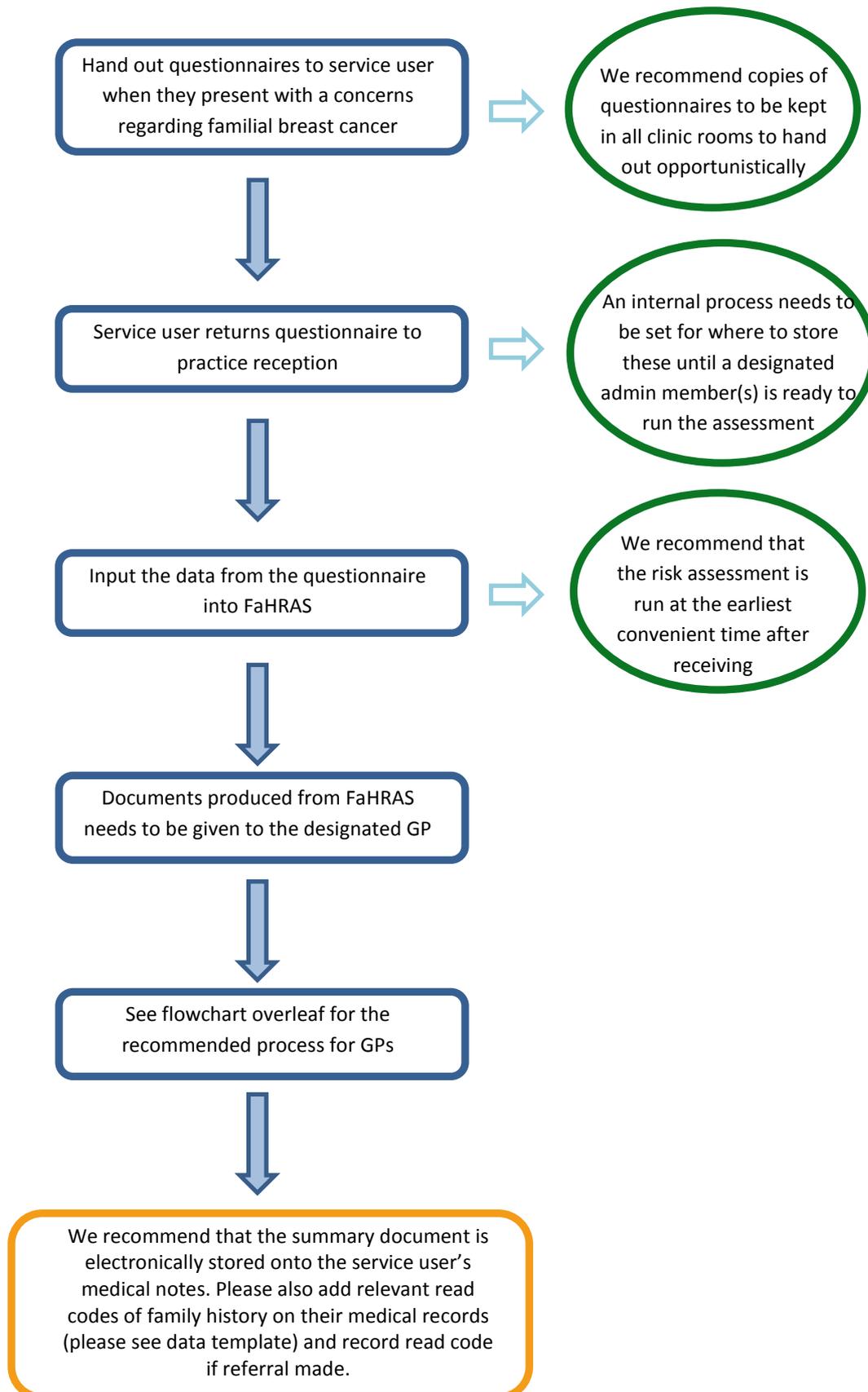


Green circles represent recommendations for a streamlined process

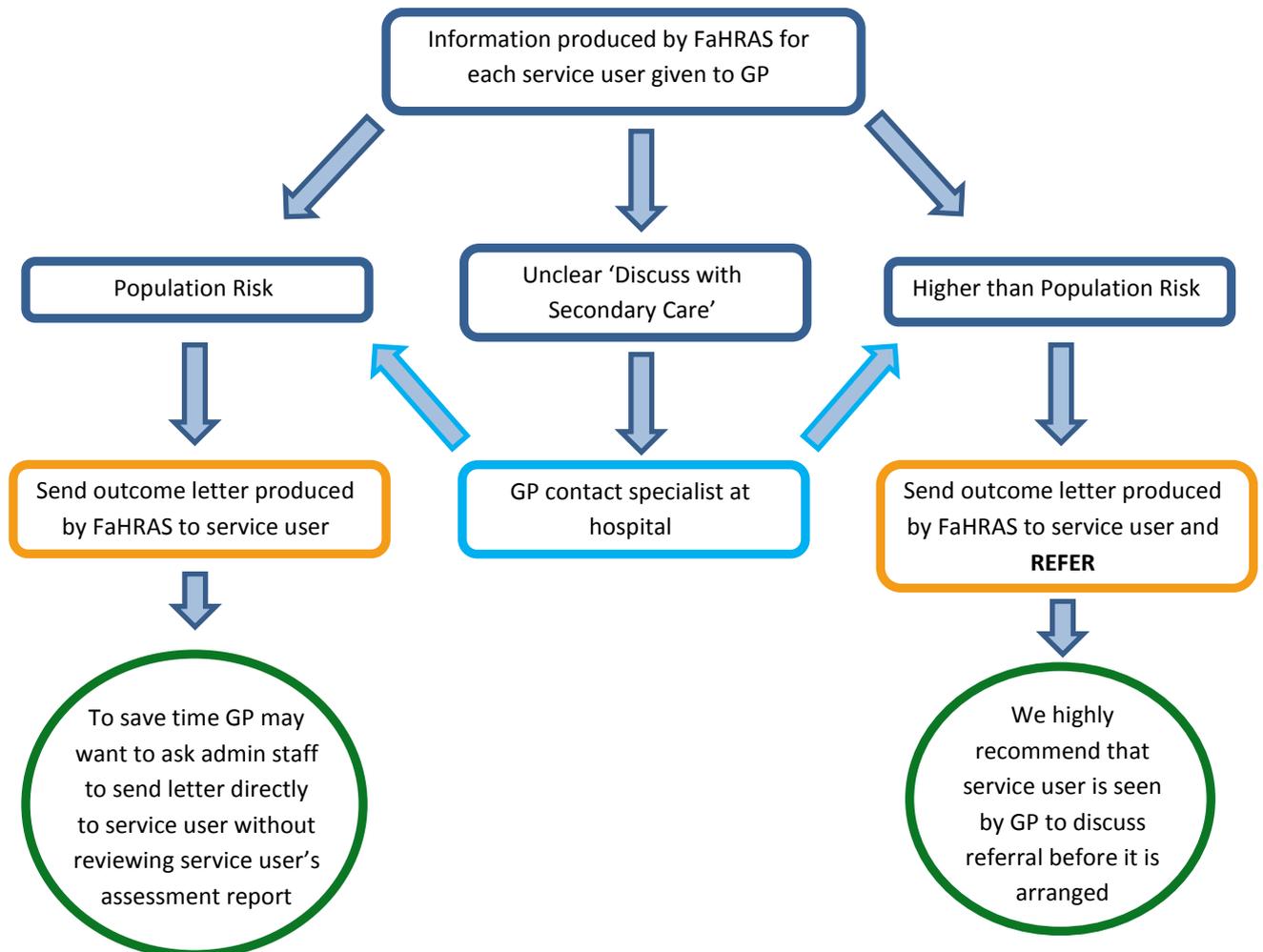


End of process

The following document is suggested guidance for how FaHRAS should be incorporated into the practice and the process for conducting the risk assessment on presenting service users.



Process for GP after received FaHRAS assessment



Preparation to be completed in house

As the Family History Questionnaire is to be given out when the opportunity arises, please ensure a stock of packs have been printed ready to distribute (either stored in practice reception or in individual clinic rooms). Below are the documents to include;

- Family History Questionnaire
- Covering Letter

These documents can be found and printed from the FaHRAS tool. Before giving a questionnaire pack to a service user please ensure the GP or admin writes the consulting GP's name on the questionnaire where it states GP Name on the first page.

We recommend these documents to be given to the service user in an envelope for them to take away with them and complete at their leisure.

The service user will have been advised by their GP to return the questionnaire to the practice reception upon completion, this can either be in person or choosing to send in the post, there is also a reminder of this in the covering letter.

Documentation to Send to Service users

We strongly advise you include service user information leaflets, that the service users may find helpful, when you post the outcome letters to the service user. These can be ordered from the charity “Breast Cancer Now” free of charge under the heading ‘order a publication’. A member of the admin staff will be able to do this.;

<http://breastcancernow.org/about-breast-cancer/breast-cancer-resources>

We recommend the following publications;

- ‘Touch, Look, Check Leaflet’ (available in A5 or the mini guide which is credit card sized)
- ‘Breast cancer – the key facts’ (pocket-sized summary leaflet)

Please order a stock these publications using the link above as soon as possible. We suggest that you order 20 of each initially and then order more when the stock decreases.

NOTE: if you do not wish to include any documentation then please update the template letters accordingly.

Recommended Referral for Patients

The template letters will need updating depending on the practices referral pathway. We recommend that service users are asked to book a consultation with the GP to discuss referral before the referral is arranged. Full details of how to update the template letters can be found in the user guide.

Read Codes

To maximise service user quality of care we highly recommend that you add the relevant Read codes onto the service users electronic medical notes. Please refer to the provided Read code template for guidance.

Data Storage

Once all of the above has been completed we recommended that summary document for the recommendation of the service user is saved as an attachment on the medical system and/or a hard copy is stored in their medical notes if appropriate.

Reassessment

It is key to keep the service user’s family history up to date, we have informed the service of this in the letters they receive regarding their risk assessment. During the time period in which you have access to FaHRAS you can log back in and complete a reassessment of a specific patient if their family history has changed, this may result in a different recommendation for the service user. For detailed guidance on this please refer to the user guide.