Optimising Models of Care for Molecular Radiotherapy   
at [Insert name]

Service Evaluation Meeting Agenda

[insert meeting date]

[insert meeting location]

|  |
| --- |
| To ensure you have the appropriate stakeholders present, you may need to shorten the meeting and/or have multiple meetings and adapt the agenda accordingly. |

|  |  |  |
| --- | --- | --- |
| Time | Agenda Item | Lead |
| 9.00 | **Welcome, introductions and meeting objectives** | [Insert Chair’s name] |
| 9.15 | **[Insert name] vision for service change**  *Presentation (15 minutes)* | [Insert Presenter’s name] |
| 9.30 | **Understanding the [Insert name] patient population and demographics**  *Presentation and facilitated discussion (30 minutes)*   * [Insert a headline list of outputs of service data collected. This may include demographics, disease characteristics, geographical location and age] | [Insert Session Lead’s name] |
| 10.00 | **Seeing the patient perspective**  *Presentation and facilitated discussion (30 minutes)*   * [Insert a headline list of outputs of patient satisfaction data collected. This may include patient survey or other patient engagement/representation in the service design] | [Insert Session Lead’s name] |
| 10.30 | **[Insert name] service resource use**  *Presentation and facilitated discussion (60 minutes)*   * [Insert a headline list of outputs of resource data collected. This may include resource use, costs and revenue, waiting times, staffing levels, radiopharmacy and required metrics] | [Insert Session Lead’s name] |
| 11.30 | **Coffee break** |  |
| 11.45 | **Opportunities to optimise the service and alternative model approaches**  *Brainstorming exercises and facilitated discussion (60 minutes)* | [Insert Session Lead’s name] |
| 12.45 | **Action planning**  *Facilitated discussion and action planning (45 minutes)*  [Insert the final outputs to be achieved at the meeting and next steps. For example:   * Agree service models to explore/take forward to the implementation planning meeting * Agree the data to be collected to support development of a business case for the change to service model] | [Insert Chair’s name] |
| 13.30 | **Meeting summary and close** |  |

[This is an example agenda only. Please adapt for local requirements.]