

Cancer Care Team Responsibilities Audit

Page 1

Instructions: Cancer programs should use this worksheet to identify how roles and responsibilities are allocated across team members. To use this worksheet, perform the following actions:

1. Pinpoint critical patient interactions across the continuum, focusing on activities related to care coordination and access to care, and write them into the first column below
2. Interview each team member involved in cancer patient care to ask them which of the activities identified in step #1 they are involved in and place a check mark in the appropriate columns
3. Analyze the information collected to understand the following:
 - Where there is unnecessary duplication
 - Where responsibility needs to be clearly assigned
 - Where tasks can be reallocated to improve top of license practice

Refer to the following page for an example of a completed audit.

Action	Nurse Navigator	Social Worker	Financial Counselor	Nurse	Nurse Practitioner

Source: Oncology Roundtable research and analysis.

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Page 2: Sample Worksheet

Action	Nurse Navigator	Social Worker	Financial Counselor	Nurse	Nurse Practitioner
Provide newly diagnosed patients with introductory letter, directions to cancer center, and basic orientation	✓	Opportunity to offload task to non-clinical team member			
Perform distress screening once a month		✓			
Find available assistance for logistical and social issues, such as transportation	✓	✓			
Find available assistance for copayments and out-of-pocket costs	✓	✓	✓	Unclear ownership	
Educate patients on treatment side effects and what to do when side effects occur	✓			✓	
Create treatment summary and care plan					✓
Follow up with patients following unplanned hospital admission		Lack of ownership			

Source: Oncology Roundtable research and analysis.