



### Health Centre Facilitated Breast Screening Roles and Responsibilities

	Before Screening Visit	During Screening Visit	After Screening Visit	
<b>Toronto Central Regional Cancer Program (TCRCP)</b>	<ul style="list-style-type: none"> <li>- Provide training of OBSP program and eligibility criteria to Health Centre (HC) prior to recruitment in partnership with Toronto Public Health (TPH)</li> <li>- Provide education and awareness sessions to community prior to recruitment in partnership with TPH</li> <li>- Organize Ontario Breast Screening Program (OBSP) site tour for Health Centre (HC) staff</li> <li>- Accompany HC during OBSP site tour</li> <li>- Provide HC facilitators with pre-visit forms, and discuss/show a blank copy of forms/questions women will be asked on day of screening</li> <li>- Liaise with HC and Ontario Breast Screening Program (OBSP) site</li> <li>- Notify TPH of upcoming screening and number of participating women</li> </ul>		<ul style="list-style-type: none"> <li>- Receive notification from facilitators on the number of women who participated in facilitated screening (Note: no patient health information (PHI) to be reported)</li> </ul>	
<b>OBSP site</b>	<ul style="list-style-type: none"> <li>- Provide OBSP site tour to HC facilitators</li> <li>- Provide TCRCP with blank copies of forms/questions women will be asked day of screening</li> <li>- When contacted by HC, book appointment date/time slot</li> <li>- Receive pre-visit forms and enter information into ICMS. Destroy/shred forms with Personal Health Information (PHI)</li> <li>- If women have been screened in OBSP pull previous films</li> <li>- Notify those staff who will interact with women during the facilitated group screening about details of the group (e.g., language, cultural considerations, mental health, OHIP, etc.)</li> <li>- Notify radiologist and imaging staff of facilitated screening date/time to be available to read results in real time (if possible)               <ul style="list-style-type: none"> <li>o Special views/ultrasound appointment available if a woman has an abnormal screen</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Have <i>Welcome to the Center</i> and <i>After your Visit</i> resources available in waiting area</li> <li>- Check in women and complete required intake procedures</li> <li>- Collect MIV cards</li> <li>- If possible mammography technologist complete clinical history form with assistance from facilitator (client choice)</li> <li>- If possible, have radiologist read results</li> </ul>	<p><u>Normal Results</u></p> <ul style="list-style-type: none"> <li>- Input result into ICMS</li> <li>- Cancer Care Ontario sends result letter</li> <li>- OBSP site notifies responsible physician of normal result</li> </ul>	<p><u>Abnormal Results</u></p> <ul style="list-style-type: none"> <li>- If radiologist was available on spot conduct special views/ultrasound. If not able to complete on the spot, book follow up</li> <li>- If radiologist was unavailable to read films, OBSP site notifies client and facilitator then follow up is arranged</li> <li>- Responsible physician is notified of abnormal result</li> </ul>
<b>Health Centre (HC)</b>	<ul style="list-style-type: none"> <li>- HC and facilitators receive training and become familiar with OBSP program and eligibility criteria</li> <li>- Facilitators tour OBSP site</li> <li>- Facilitators gain access to list of eligible clients to guide recruitment of</li> </ul>	<ul style="list-style-type: none"> <li>- Facilitators accompany women to OBSP site 30 minutes prior to first appointment slot</li> </ul>	<p><u>Normal Results</u></p> <ul style="list-style-type: none"> <li>- Travel back to HC</li> <li>- Notify TCRCP of the total number</li> </ul>	<p><u>Abnormal Results</u></p> <ul style="list-style-type: none"> <li>- Travel back to HC</li> <li>- OBSP site to contact women and facilitator</li> </ul>



	<b>Before Screening Visit</b>	<b>During Screening Visit</b>	<b>After Screening Visit</b>	
	<p>women through HC database</p> <ul style="list-style-type: none"> <li>- Connect with eligible women (i.e., one on one conversations)</li> <li>- Call OBSP site to book a date/time slot approximately 4 weeks in advance.</li> <li>- Call TCRCP to notify them of the date of facilitated screened and number of women booked</li> <li>- Notify eligible women of date/time of screening and recruit up to 5 women</li> <li>- Arrange transportation if required and notify women of meeting time and location</li> <li>- Arrange for child care if needed</li> <li>- Ask eligible women who have been recruited to complete pre-visit forms with facilitators assistance</li> <li>- Facilitator to go over with women the forms and questions they will be asked the day of screening</li> <li>- Collect pre-visit forms</li> <li>- Send completed pre-visit forms to OBSP site via fax: 416 864 5788</li> <li>- If women has had a past mammogram at a non-OBSP site, attempt to give previous films</li> <li>- Send specific details about the group of women to OBSP site via fax</li> <li>- Make responsible physician aware of future screening</li> <li>- Speak with TCRCP concerning process evaluation</li> </ul>	<ul style="list-style-type: none"> <li>- Client choice in facilitators involvement in all of the following:               <ul style="list-style-type: none"> <li>o Facilitators provide translation if needed</li> <li>o Facilitators assist women with consent forms at intake</li> <li>o Facilitators may accompany women into mammography examination to assist with clinical history form and provide support</li> </ul> </li> </ul>	<p>of women screened</p> <ul style="list-style-type: none"> <li>- Distribute future Cancer Care Ontario results letters to the women if HC address used</li> </ul>	<p>to book follow up</p> <ul style="list-style-type: none"> <li>- Plan for follow-up of screen detected abnormality</li> <li>- Facilitator to continue with woman through her journey</li> </ul>
<b>Toronto Public Health</b>	<ul style="list-style-type: none"> <li>- Provide training to HC prior to recruitment in partnership with TCRCP</li> <li>- Provide education and awareness sessions to community prior to recruitment in partnership with TCRCP</li> <li>- Receive notification from TCRCP of upcoming facilitated screening and number of women</li> </ul>		<ul style="list-style-type: none"> <li>- Collect MIV cards from OBSP site</li> <li>- Mail MIV packages to women</li> </ul>	



	Before Screening Visit	During Screening Visit	After Screening Visit	
<b>Women</b>	<ul style="list-style-type: none"> <li>- Register for facilitated screening</li> <li>- Complete pre-visit form with assistance of facilitator and submit to facilitator</li> <li>- Be aware of the forms and questions they will be asked the day of screening</li> <li>- Notify HC facilitator if they have had a past mammogram at a non OBSP site. With the aid of the Facilitator, get these films and bring them to screening</li> <li>- If woman is unable to attend the appointment, ask women to notify facilitator 24 hours in advance</li> </ul>	<ul style="list-style-type: none"> <li>- Complete intake and consent forms with or without assistance from facilitator</li> <li>- Complete MIV card and submit to OBSP clerk</li> <li>- Complete mammogram, woman's choice of the facilitators involved throughout the process</li> </ul>	<u>Normal Results</u> <ul style="list-style-type: none"> <li>- Receive MIV package via mail</li> <li>- Receive Cancer Care Ontario correspondence letters</li> </ul>	<u>Abnormal Results</u> <ul style="list-style-type: none"> <li>- Receive MIV package via mail</li> <li>- Complete follow-up tests</li> </ul>
<b>Cancer Care Ontario</b>			<ul style="list-style-type: none"> <li>- Send normal results and recall correspondence letters</li> </ul>	



### **Questions to Consider Prior to Organizing a Facilitated Screening**

1. Number of women to be screened (decision made between HC and OBSP Site)
2. OHIP eligibility: non OHIP vs. not eligible for OHIP
3. How will women be recruited, cost of recruitment
4. Facilitated screening requirements (i.e., are facilitators comfortable accompany women into mammogram examination, do facilitators follow women through their journey if abnormal results are found)
5. Cancer Care Ontario correspondence letters if HC address used
6. Designated physician for non OHIP
7. Translation required and matching available languages at OBSP sites if facilitator cannot speak the women's language
8. OBSP site logistics the day of (i.e., number of techs available, clerical staff, radiologist availability)
9. Willingness to participate in evaluation