**Survey of Navigator Time on TRIP Activities**

***Instructions****:* Thank you for taking the time to fill out this survey. The purpose of this survey is to describe and document the time navigators spend working with TRIP patients to engage them in their medical care and other services that potentially impact patient access to care. It is not to document non-TRIP work.

The information from this survey will be used to replicate and guide the implementation of similar programs at other hospitals and health care organizations to improve cancer care for patients.

The survey should take no more than 5-15 minutes per day. You will complete the survey for 10 working days. The information will not be shared with any hospital administrators and will not be used to affect your job performance. The information will be combined with staff from 4 other hospitals.

**If you have any questions or concerns please contact: TRIPadmin@bmc.org**

**Thank you for your participation!**

**Participant ID** *(To be provided by study team)***: \_\_\_\_\_\_\_\_\_\_\_\_**

**Activities with TRIP Patients**

***Instructions:*** Please think about your work each day with TRIP patients. A list of your current TRIP patients will be included with this survey. To the best of your knowledge please enter the amount of time (*in 15 minute increments, i.e. 15, 30, 60, 90, etc.*) you spend on the following activities per day. Enter “0” if you did not perform that activity. Please round up in your estimates to the nearest 15 minutes.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** | **Day 6** | **Day 7** | **Day 8** | **Day 9** | **Day 10** |
| **Date (mm/dd/yyyy)** |  |  |  |  |  |  |  |  |  |  |
| **Administrative tasks** | **Time (minutes)** | | | | | | | | | |
| **1. Identifying eligible patients** (e.g. reviewing pathology reports or appointments) |  |  |  |  |  |  |  |  |  |  |
| **2. Documenting navigation activities into data systems** (i.e. troubleshooting or entering information in REDCap, Excel, EHR, Quickbase, Aunt Bertha, THRIVE, etc.) |  |  |  |  |  |  |  |  |  |  |
| **2a. Documenting in REDCap** (Of the time you listed in **#2**, how much of that time do you spend in REDCap entering information or troubleshooting?) |  |  |  |  |  |  |  |  |  |  |
| **2b. Documenting in Aunt Bertha** (Of the time you listed in **#2**, how much of that time do you spend in Aunt Bertha entering information or troubleshooting?) |  |  |  |  |  |  |  |  |  |  |
| **3. Viewing reports to monitor caseload** (e.g. viewing population-level reports in REDCap such as Initial Patient Search or Patient Tracking Report; Excel, etc.) |  |  |  |  |  |  |  |  |  |  |
| **Direct patient contact** | **Time (minutes)** | | | | | | | | | |
| **4. Intake** (e.g. speaking with patient in-person or by phone to get information for TRIP intake form) |  |  |  |  |  |  |  |  |  |  |
| **5. Social needs assessments** (e.g. conducting social needs assessment with patient) |  |  |  |  |  |  |  |  |  |  |
| **6. Making referrals to address social needs** (e.g. giving patient list of referrals, helping patients apply for resources together) |  |  |  |  |  |  |  |  |  |  |
| **7. Following up on social needs referrals** (e.g. following up with patient on incomplete/pending referrals for identified needs, asking patients on follow-up encounters if referrals were accessible and if needs were met) |  |  |  |  |  |  |  |  |  |  |
| **8. (Re)scheduling clinical appointments** (e.g. coordinating patient appointments) |  |  |  |  |  |  |  |  |  |  |
| **9. Patient education and support** (e.g. patient education around cancer care and resources) |  |  |  |  |  |  |  |  |  |  |
| **Navigating on behalf of patient without direct patient contact** | **Time (minutes)** | | | | | | | | | |
| **10. Communication with care team** (e.g. communicating with healthcare team to discuss patient social needs, navigation services, and navigator concerns) |  |  |  |  |  |  |  |  |  |  |
| **11. Communication with 3rd parties or outside organizations** (e.g. contacting insurances, contacting resources, arranging transport, making non-clinical appointments) |  |  |  |  |  |  |  |  |  |  |
| **12. Communication with other navigators** (e.g. messaging other navigators to see if patient has been seen elsewhere, coordinating patients who are seeking 2nd opinions, warm hand-off of transfer patients) |  |  |  |  |  |  |  |  |  |  |
| **13. Attempted patient contact and follow-up** (e.g. calling patient after missed appointment, searching registry to see if patient seen elsewhere, reaching out to patient’s support contacts, conducting home visit, sending letters) |  |  |  |  |  |  |  |  |  |  |
| **Other TRIP-related tasks** | **Time (minutes)** | | | | | | | | | |
| **14. Training/Education** (e.g. attending training meetings or webinars. Includes travel time to and from off-site trainings and meetings.) |  |  |  |  |  |  |  |  |  |  |
| **15. Cost Survey** (time spent filling out this cost survey) |  |  |  |  |  |  |  |  |  |  |
| **16. Other 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |  |  |  |  |  |
| **17. Other 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |  |  |  |  |  |
| **18. Other 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |  |  |  |  |  |
| **19. Other 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |  |  |  |  |  |
| **20. Other 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |  |  |  |  |  |
| **# of Patients Navigated** | **Number of TRIP patients** | | | | | | | | | |
| **21. Number of TRIP patients navigated** (include whether you worked with that patient directly, or did navigation work on their behalf) | **n=** | **n=** | **n=** | **n=** | **n=** | **n=** | **n=** | **n=** | **n=** | **n=** |

Any notes or additional comments you would like to share:

**Thank you for your participation!**