



Module 2: Work plan

Module 2 steps	Who?	When?	Supported by	Completed by	Comments
Note: A full explanation of each step can be found throughout Module 2	Who will complete this step?	What time will be set aside to complete this task?	Who else in the practice team is needed? Is clinical input needed?	When do you want to finish this step?	Note any challenges, follow-up actions or points to share with the team
Step 1: Conduct a general data management health check					
Step 1.1 Check if you are systematically performing basic clean up function					
Step 1.2 Conduct any overlooked functions					
Step 2: Check your pathology provider test results are recognised					
Step 2.1 Check your pathology test results					
Step 2.2 Contact your PHN to add test result names (if required)					
Step 2.3 Check your Sonic Healthcare iFOBT test result					
Step 3: Create a standard list of cancer screening recalls and reminder labels/codes					
Step 3.1 Discuss options with your team					
Step 3.2 Create a standard list of recall and reminder labels/codes for the bowel, breast and cervical screening programs					
Step 3.3 Merge old recall labels/codes into your new list					
Step 3.4 Consider locking your recall and reminder list					
Step 4: Review excluded patients					
Step 4.1 Understand what diagnoses would exclude patients from screening by your software					
Step 4.2 Extract a list of excluded patients and undertake clinical review of these patient's screening eligibility					

Module 2 steps

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Step 5: Decide if retrospective data clean-up is right for your practice

Step 5.1 Assess the pros and cons of retrospective data clean-up

Step 5.2 Request a list of women in your practice who have attended BreastScreen NSW

Step 5.3 Ensure screening results are accurately recorded

Step 5.4 Check your practice refers women to BreastScreen NSW and private radiology appropriately

Step 6: Ensure transgender and intersex patients are not overlooked

Step 6.1 Make sure your practice understand the meaning of intersex, transgender and gender diverse

Step 6.2 Make sure your practice team understands transgender and intersex patient's eligibility for breast and cervical cancer screening

Step 6.3 Understand how data audit tools and practice software gender categories can affect patient care

Step 6.4 Consider maintaining a register of transgender and intersex patients

Step 6.5 Consider adjusting your new patient information form

Step 6.6 Develop a workflow for handling transgender and intersex patient information

Step 6.7 Build your team's knowledge about appropriate patient care for transgender, gender diverse and intersex people

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Step 7: Check for cervical screening results (optional)

Step 7.1 Use data audit tools or your practice software to extract a list of eligible patients overdue for cervical screening, along with the patient's Medicare number

Step 7.2 Send this list to the National Cancer Screening Register (NCSR) for review

Step 8: Establish your screening baseline

Step 8.1 Establish your bowel cancer screening participation baseline

Step 8.2 Establish your breast cancer screening participation baseline

Step 8.3 Establish your cervical screening participation baseline

How and when will Module 2 progress be reported back to the practice team?