



# Module 4: Work plan

| Module 4 steps   | Who?                         | When?  | Supported by   | Completed by                          | Comments  |
|--|------------------------------|--|--|---------------------------------------|---|
| Note: A full explanation of each step can be found throughout Module 4   | 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 |
| <b>Step 1: Understand your under-screened patient population</b>   |                              |  |  |                                       |   |
| <b>Step 1.1</b> Review your under-screened patients - can you identify specific groups of patients who have lower levels of screening? |                              |  |  |                                       |   |
| <b>Step 1.2</b> Seek patient feedback  |                              |  |  |                                       |   |
| <b>Step 2: Use good practice strategies to increase participation in cancer screening</b>  |                              |  |  |                                       |   |
| <b>Step 2.1</b> Complete the checklist to assess which strategies you have in place or will put in place                               |                              |  |  |                                       |   |
| <b>Step 3: Review workflow correspondence templates and modify them as required to meet your practice's needs and priorities</b>       |                              |  |  |                                       |   |
| <b>Step 3.1</b> Encourage teach-back as standard practice  |                              |  |  |                                       |   |
| <b>Step 3.2</b> Improve your organisational health literacy  |                              |  |  |                                       |   |
| <b>Step 3.3</b> Check that your written materials have a reading grade of between 6-8 (12)   |                              |  |  |                                       |   |
| <b>Step 4: Address awkwardness and discomfort as a barrier to screening</b>  |                              |  |  |                                       |   |
| <b>Step 4.1</b> Discuss self-collection with eligible patients   |                              |  |  |                                       |   |
| <b>Step 4.2</b> Make the screening experience as comfortable as possible   |                              |  |  |                                       |   |
| <b>Step 4.3</b> Address the bowel cancer screening 'yuck' factor   |                              |  |  |                                       |   |

#### Module 4 steps

Note: A full explanation of each step can be found throughout Module 4

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What time will be set aside to complete this task?

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Who else in the practice team is needed? Is clinical input needed?

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When do you want to finish this step?

#### Comments

Note any challenges, follow-up actions or points to share with the team

### Step 5: Understand and address the cancer screening needs of specific population groups

**Step 5.1** Choose which population group/s that your practice will focus on to support their improved participation in cancer screening

**Step 5.2** Learn about the barriers to screening for the under-screened populations below and plan what action your practice will take to support increased cancer screening participation:

#### How and when will Module 4 progress be reported back to the practice team?