



Module 3: Work plan

Module 3 steps	Who?	When?	Supported by	Completed by	Comments
Note: A full explanation of each step can be found throughout Module 3	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: Establish a cancer screening reminder workflow in your practice					
Step 1.1 Ensure your whole team understands the difference between recalls and reminders					
Step 1.2 Review the sample workflow and modify it for your practice					
Step 2: Consider the pros and cons of different reminder methods					
Step 2.1 Consider surveying your patients					
Step 2.2 Learn more about different recall and reminder systems					
Step 3: Review workflow correspondence templates and modify them as required to meet your practice's needs and priorities					
Step 4: Select a family history assessment tool and develop a process for its use					
Step 4.1 Select which family history tool your practice will use					
Step 4.2 Ensure your clinical team has the skills and resources they need to undertake detailed family history assessments					
Step 5: Incorporate cancer screening into health assessment and GPMP templates					
Step 6: Consider adjusting your cancer screening service delivery based on patient feedback					

Module 3 steps

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When do you want to finish this step?

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Step 7: Allocate workflow tasks and support and train staff

Step 7.1 As a team, go through each step of the workflow

Step 7.2 Ensure your clinical team is prepared and supported

Step 8: Maximise point of care and opportunistic cancer screening reminders and education

Step 8.1 Consider software that improves point-of-care prompts and reminders

Step 8.2 Maximise cancer awareness

Step 9: Regularly assess and document changes to cancer screening participation rates

Step 9.1 Assess if your cancer screening participation rates have changed

Step 9.2 Share, reflect on and celebrate your progress with the whole practice team

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