

## Checklist of SMA Facilitators' Competency

Facilitators: \_\_\_\_\_

Practice: \_\_\_\_\_

Rater: \_\_\_\_\_ Date: \_\_\_\_\_

For each item, assess facilitators on a scale of 0-2 and record the rating on the line next to the SMA facilitator behavior.

|               |                   |                      |
|---------------|-------------------|----------------------|
| 0             | 1                 | 2                    |
| Did not occur | Needs Improvement | Completed As Planned |

Please do not leave any items blank. For all items, focus on the skill of both facilitators, taking into account how difficult patients seem to be and their experience with the SMA.

\_\_\_\_\_ **1. Statement of rationale for the group medical appointment**

- Advantages, such as no waiting, spending up to 90 minutes with health care provider
- Not intended to replace individual medical appointments
- Not for everyone
- Well suited for those with advanced cancer diagnosis and symptom management, behavioral and emotional coping with living with serious illness

\_\_\_\_\_ **2. Review of confidentiality**

- Describe that it means not to discuss other people or their specific problems outside of group, but can talk about things learned that are not personal to others
- Mentioned the form they signed to that effect

\_\_\_\_\_ **3. Describe Role of the facilitators and group members**

- One may "compassionately interrupt" to make sure everyone gets concerns addressed
- Provider or patient may opt to set up a separate appointment to address some concerns

\_\_\_\_\_ **4. Group Process/Communication**

- Limited domination of group by any one patient or facilitator
- Information given jargon-free
- Use of patients' own language and phrases
- Listening to patient and responding to their comments
- Asking "does this match others' experience?" to facilitate discussion on common problems
- Interpersonal effectiveness (e.g., empathic, confident, professionalism)

\_\_\_\_\_ **5. Pacing and use of Time**

- Was everyone given a chance to discuss "what brought them here today" or to speak?
- Structured visit: beginning, middle and end
- Tactful limiting of peripheral and unproductive discussion

\_\_\_\_\_ **6. Global Rating**

- How would you rate the facilitators overall in this SMA ?

COMMENTS AND SUGGESTIONS FOR THE FACILITATORS IMPROVEMENT: