

IMPLEMENTATION GUIDE

Project ENABLE II

*Using an Evidence-Based Program to develop
a process model for program delivery in the practice setting*

Note: Refer to “Using What Works: Adapting Evidence-based Programs to Fit Your Needs”. Review the appropriate Modules and the handouts provided in each, in order to modify and evaluate this program to meet the needs of your organization and audience.

“Using What Works” is available online at:
http://cancercontrol.cancer.gov/use_what_works/start.htm.

I. Program Administration (Type of Staffing and Functions Needed)

Nurse Educator (Requirements: Advanced practice nurse with palliative care specialty training)

- Assess participant distress and deliver sessions 1–4 with ongoing monthly follow-up

OPTIONAL: Shared Medical Appointment (SMA) Coordinator

- Secure space and snacks for SMA meetings
- Track and share attendance list with the Nurse Educator
- Notify participants of cancelled groups
- Ensure that participants find the group location easily
- Assist in referral/appointment coordination

OPTIONAL: SMA Facilitator (Requirements: physician or nurse practitioner with palliative care specialty training)

- Facilitate optional weekly drop-in group meetings as an extension of the sessions delivered by phone

II. Program Delivery

For additional information on modifying program materials, refer to the appropriate Module(s) for program adaptation from “Using What Works”.

A. Program Materials (*All listed materials can be viewed and/or downloaded from the Products Page*):

- **ENABLE II Intervention Outline:** This 12-page document provides a brief overview of the objectives and protocol for each of the four sessions, along with guidance for completing follow-up phone calls.
- **ENABLE II Nurse Educator Intervention Manual:** This 44-page manual serves as a detailed intervention resource for Nurse Educators. It describes the problem-solving process and provides guidance on how to prepare for and deliver the intervention. Worksheets, tips for successful sessions, and a bibliography for additional reading are included to further support implementation.
- **ENABLE II Charting Your Course Patient Manual:** This 103-page participant resource presents four modules—problem solving, communication and social support, symptom management, and advance care planning—and accompanying intervention activities with worksheets.
- **Fidelity Checklist:** This 2-page, 7-item checklist is completed by an independent rater to measure adherence to the model.
- **National Comprehensive Cancer Network (NCCN) Distress Thermometer:** This 2-page screening tool includes questions about overall distress (on a 1–10 scale) and a checklist of 39 specific problems to assist patients and their providers to measure and track distress to identify the need for referrals.
- **OPTIONAL: Shared Medical Appointment Tools:**
 1. **Coordination of the SMAs:** This 1-page document describes the role and purpose of the SMA Coordinator.
 2. **Shared Medical Appointment Evaluation Form:** This 1-page, 4-item evaluation tool includes two Likert scale questions (i.e., “How well were your medical needs met during today’s medical appointment?” and “Would you recommend this group to other patients?”) and two open-ended questions (i.e., “What went well today?” and “What could we do to improve the next Shared Medical Appointment?”) with space for responses.
 3. **SMA GMA Reliability Checklist:** This 1-page tool includes 6 items for measuring and tracking facilitator competency.

B. Program Implementation:

The steps used to implement this program are as follows:

Step 1: The Nurse Educator attends training provided by the program developer.

Step 2: Soon after a participant’s diagnosis, the Nurse Educator contacts the participant via telephone to deliver Session 1.

Step 3: The Nurse Educator continues to contact the patient weekly to deliver Sessions 2, 3, and 4 according to the Nurse Educator Intervention Manual and Intervention Outline. Sessions 2–4 may be rearranged according to participant need.

Step 4: One month after Session 4 is completed, the Nurse Educator begins to contact the patient monthly for brief follow-up calls to follow up on other active issues or assess the need for referral, using the sample scripts and questions in the Nurse Educator Intervention Manual and Intervention Outline as discussion guides.

Step 5: OPTIONAL: Sites may choose to offer weekly, 1.5-hour shared medical appointments, group meetings that occur concurrently with the Nurse Educator intervention, to address a broad array of physical and emotional symptoms. Groups are organized by the SME Coordinator and led by the SME Facilitator.

III. Program Evaluation

For additional information on planning and adapting an evaluation, review the appropriate Modules for program implementation and evaluation from “Using What Works”.

http://cancercontrol.cancer.gov/use_what_works/start.htm

For further assistance in designing and conducting an evaluation, consider communicating with members from NCI’s Research to Reality (R2R) community of practice who may be able to help you with your research efforts. Following is a link to start an online discussion with the R2R community of practice, after completing registration on the R2R site:

<https://researchtoReality.cancer.gov/discussions>.