

## Facility Tour Worksheet

**FACILITY:**

**CONTACT PERSON:**

**LOCATION:**

**WEBSITE:**

**PHONE NUMBER:**

ENVIRONMENTAL SCAN				
Is there an <b>Information Desk</b> ?	YES	NO	N/A	<b>Location</b>
If yes, is someone there at the desk?	YES	NO	N/A	
Is there an <b>Information Phone(s)</b> ?	YES	NO	N/A	<b>Location</b>
Is there <b>parking</b> available?	NEAR	FAR	N/A	<b>Location</b>
<b>Who validates</b> the parking?				
Is there an <b>Admissions/Intake</b> Office	YES	NO	N/A	<b>Location</b>
Is there a <b>patient orientation</b> available? (pre-op, pt nav, pt advocate, etc.)	YES	NO	N/A	
Are <b>accommodations available</b> for in-patient families?	YES	NO	N/A	<b>Location</b>
Can people <b>stay overnight</b> in room with the patient?	YES	NO	<b>Visiting Hours</b>	
What about the <b>signage</b> throughout facility?	Good	OK	Confusing- need to check info desk	

TRANSPORTATION OPTIONS				
Is there a <b>Bus Stop nearby</b> (within 3 blocks of the facility)?	YES	NO	N/A	Bus Numbers that stop there:
Are there <b>transportation services</b> arranged by the facility available?	YES	NO	N/A	Contact #
Does the <b>HandiVan</b> stop there?	YES	NO	N/A	Contact #
Are there brochures with <b>maps of the offices and services</b> available?	YES	NO	N/A	<b>PICK UP BROCHURES FOR YOUR RESOURCE BINDER</b>

ACCESSING SERVICES			
Would someone with <b>impaired mobility</b> (e.g., elderly, physically challenged) have difficulty moving within this facility?	YES	NO	
If yes, what are they?			
What advice or information would you give them if they had to come to this facility?			
Are there any other <b>special instructions</b> someone might need to access services?	YES	NO	
If yes, what are they?			

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FACILITY SERVICES AND PROGRAMS			
Are there <b>nutrition services for cancer patients</b> available?	YES	NO	N/A
If yes, how does a patient access these services (self-referral, MD referral, Income eligibility)?			<b>Contact Person &amp; Number</b>
Are there <b>Palliative Care services</b> available?	YES	NO	N/A
If yes, how does a patient access these services (self-referral, MD referral, Income eligibility)?			<b>Contact Person &amp; Number</b>
Are there <b>Social Workers</b> available to the patient?	YES	NO	N/A
If yes, how does a patient access these services (self-referral, MD referral, Income eligibility)?			<b>Contact Person &amp; Number</b>
Are there <b>Physical Therapy services</b> available to patients?	YES	NO	N/A
If yes, how does a patient access these services (self-referral, MD referral, Income eligibility)?			<b>Contact Person &amp; Number</b>
Are there <b>Cancer Patient Navigators</b> available at this facility?	YES	NO	N/A
If yes, how does a patient access these services (self-referral, MD referral, Income eligibility)?			<b>Contact Person &amp; Number</b>
Are there any <b>educational classes</b> available for cancer patients?	YES	NO	N/A
If yes, what are they?			<b>Contact Person &amp; Number</b>
Are there any <b>Cancer Support groups</b> available?	YES	NO	N/A
If yes, what are they?			<b>Contact Person &amp; Number</b>
Please list any other <b>cancer-related services</b> available for patients.			

**Please List Additional Notes and Contacts:**