

STEP 2 PROCEDURES FOR PATIENT AND ACCOMPANYING PATIENT (AP) MEETINGS

PAROLE-Onco Breast Cancer

CLINICAL TEAM

1. To offer additional support to breast cancer patients, physicians and oncology nurse practitioners provide PAROLE-Onco leaflets and bookmarks.
2. Patients are informed that a support person will contact them in the next few days to offer personalized support.
3. Patients must give verbal consent to the telephone call to receive support.
4. Each week, a list of new patients who have accepted accompaniment is sent to the AP coordinator.

This comprehensive approach to healthcare helps improve the emotional and mental well-being of breast cancer patients, and respects patients' right to informed consent.

AP TEAM

1. To get started, you need to install the Teams application on your phone/iPad/computer. Attached are a few documents explaining how to install and use the Teams application.
2. Once a week, on Mondays, the research coordinator sends APs the list of new patients to be accompanied. The research coordinator must perform the following tasks:
 - a. A summary message must be written in the PAROLE-ONCO-CHUM group on Teams, informing about the patient's age, where she is on the care trajectory and certain particularities (e.g. family situation).
 - b. Taking into account the patient's care trajectory, the clinical picture and the APs' availability, an initial "duo" patient-AP should be formed.
 - c. Patient-AP duo suggestions can be adjusted by the APs, and the final choice will be communicated to the research coordinator.
 - d. When confirmations are received, more detailed information should be sent to APs in a private message on Teams, containing the patient's first and last name, age, details of surgery/treatments, whether or not she has children, so that APs can make contact with the person.
 - e. The patient's research code will also be sent to the AP in the event that she agrees to take part in the PAROLE-Onco study.
3. At the end of the first or second meeting (if the APs feel that this is not the right time to talk about research at the first meeting), patients should be invited to take part in the PAROLE-Onco research. APs should ask patients if they agree to take part in this study, which involves completing a few questionnaires online.
 - a. If the patient agrees to take part in the study, APs should ask for her e-mail address and forward it to the research coordinator via Teams in a private message. Patients should also be informed that a member of the PAROLE-Onco research team will contact them shortly to give them more details about the research project and send them the first questionnaires.
 - a. If the patient refuses to take part in the study, APs should make it clear to the patient that refusal will in no way change the support already begun.
4. Before hanging up with the patient, APs should indicate that they will complete a logbook summarizing what was discussed, which can be passed on to the care team if the patient agrees. APs should ensure that the patient is comfortable with this and, if necessary, indicate what will be noted to validate it with her.
5. After each encounter, if possible, APs should immediately complete their logbook (LB) accessible [HERE](#).

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APs should use the same link for all their meetings. Ideally, the LB should be completed immediately after the encounter. If APs wish to pass on specific information to the care team, they should indicate this in the final questions for comments. The LB will be forwarded to the clinician who referred the patient.

- a. If the patient **accepts to participate in the study**, specify this in the LB and don't forget to add the patient's research code (which will be sent to you together with the patient's detailed information by Teams, private message) in the LB and yours too, of course.
 - a. If the patient **refuses to participate in the study**, you will still complete the LB by adding your search code, and specifying that the patient has not accepted the PAROLE-Onco study.
6. If patients need to contact you, and to avoid giving out your personal contact details, you can give them:
- a. The following **phone number 514 890 8000/ext XXXX** and they can leave a voice message.
 - b. The **e-mail** (while specifying to the patient that this e-mail is for contact purposes only):
parole.onco.chum@gmail.com (breast cancer)
The password will be communicated only to the APs and the coordinating team.