



A QUALITY PROGRAM
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OF SURGEONS

Cancer

PROGRAMS

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Just ASK PDSA & Clinical Research Study Compliance Checklist

This is intended to provide participants with a checklist of tasks and timelines to ensure all components of the PDSA are completed for credit toward the selected standard.

- **Select** program for which participation will be applied for Accreditation (you may ONLY select one):
 - Commission on Cancer (CoC)
 - National Accreditation Program for Breast Centers (NAPBC)
- Review PDSA, FAQs, and other tools available on the project web page.
- Participate in Webinar 1 – 2/16/2022 (*optional*)
- Complete the **REDCap Questionnaire #1** – **Due April 15, 2022**. **Download and save** PDF of completed questionnaire with Accreditation files for Pre-Review Questionnaire (PRQ) and site visit documents.

Note: This questionnaire measures baseline and current state information for your program. Use data from most recent complete calendar year. If you do not have 2021 data complete, use 2020.

- **Select at least one Just ASK Intervention and implement at your program by July 1, 2022**. Keep notes and records of your intervention(s) and processes with Accreditation files for Pre-Review Questionnaire (PRQ) and site visit documents.
- Discuss with Cancer Committee or Breast Program Leadership Committee and include in meeting minutes.
- Participate in Webinar 2 (*optional*). Date and time TBD.
- Complete the **REDCap Questionnaire #2** – **Due September 1, 2022**. **Download and save** PDF of completed questionnaire with Accreditation files for Pre-Review Questionnaire (PRQ) and site visit documents.

Metrics reported in this questionnaire period are from January 1 – June 30, 2022.

- Participate in Webinar 3 (*optional*). Date and time TBD.
- Complete the **REDCap Questionnaire #3** – **Due February 1, 2023**. **Download and save** PDF of completed questionnaire with Accreditation files for PRQ and site visit documents.
- Report to Cancer Committee or Breast Program Leadership Committee and include in meeting minutes.

Metrics reported in this questionnaire period are from July 1 – December 31, 2022.

Please visit the project web page for complete details, FAQs, the REDCap link and other information.