**Together, Equitable, Accessible, Meaningful (TEAM) Cancer Care for Sexual and Gender Minority (SGM) Patients**

***Training* *for Health Care Professionals***

**Application**

To apply for the TEAM-SGM Training, please complete the Application Form and submit a Letter of Support from your CEO or COO.

The Application Form and Letter of Support must be sent via email to TEAMSGM@gwu.edu with the subject line “TEAM-SGM Training Application” by **Thursday, April 1, 2021.** Applications will be accepted on a rolling basis.

**Decision notifications will be sent to all applicants via email the week of April 12, 2021.** Accepted teams will be asked to participate in an interview prior to commencement of the TEAM-SGM Training on May 5, 2021.

**OVERVIEW**

The George Washington University (GW) Cancer Center is offering a free, comprehensive training on culturally affirming care to cancer centers. *This training is an educational research pilot study funded by the National Institutes of Health.*

The Together, Equitable, Accessible, Meaningful (TEAM) Cancer Care for Sexual and Gender Minority (SGM) Patients Training aims to support equitable, accessible and patient-centered cancer care for lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI) patients. The training will provide guidance, tools and resources to help organizations implement quality improvements to improve

**OVERVIEW**

The George Washington University (GW) Cancer Center is offering a free, comprehensive training on culturally affirming care for lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI) patients diagnosed with cancer for up to six (6) cancer centers. *This training is an educational research pilot study funded by the National Institutes of Health.*

The Together, Equitable, Accessible, Meaningful (TEAM) Cancer Care for Sexual and Gender Minority (SGM) Patients Training aims to support equitable, accessible and patient-centered cancer care for LGBTQI patients. The training will provide guidance, tools and resources to help organizations implement quality improvements to improve equitable, patient-centered, culturally affirming care.

The GW Cancer Center will select up to six cancer centers to participate. Centers must be located in the United States, tribes or territories to participate in the training from May 1 – July 31, 2021. Over this period, teams will receive sustained instruction and guidance in support of their efforts to provide more culturally sensitive and equitable cancer-related services. As an educational research study, we will reach out periodically after the end of the training to capture outcomes relevant to the research questions. Teams will be asked to capture individual, organizational, and de-identified patient-level data to inform the research questions.

The following pages provide an overview of the training and activities by week.

**TEAM-SGM TRAINING SYLLABUS**

# **Methods of Instruction:**

* Online, self-paced course with required readings included
* Six (6) virtual technical assistance sessions involving group discussion, reporting out, and troubleshooting. Each session will last for one hour and each team member is expected to participate.
* Six (6) virtual webinars to cover diverse topics on SGM considerations in cancer care. Each webinar will last for one hour and each team member is expected to participate.
* Organizational Assessment conducted as a team

**Workload:** *Over the course of 15 weeks each participant is expected to spend approximately 20 hours in independent learning which can include the online course, group work and preparing for discussions (in-person or virtual). There will be approximately 10 hours spent in direct instruction.*

**Attendance/Engaged Participation:** There is a relationship between attendance/engaged participation and what you and your team members (thereby your organization) get out of the training. It is expected that each person will **actively participate** in the entire training and submit all assignments on time. This is critical for everyone’s benefit.

**Timeline**

*April 15: Notice of Acceptance of TEAMs*

*April 15-30: TEAM interview (all TEAM members must participate)*

*By May 5: Pre-intervention: Implicit Attitude Assessments*

**Week 1 (May 3-7). Orientation and Kickoff**

* 5/5: Webinar: Welcome and Kick-off (1 hour)
* Individual, self-paced online course opens
* Pre-test evaluation: Individual TEAM learners

**Week 2 (May 10-14). Determinants of Cancer Inequities**

* + 5/12: Webinar: Coffee Chat Debrief on Modules (1 hour)
	+ Online, self-paced modules to be completed *prior* to session:

Determinants of inequality, Intersectionality, LGBTQ inequities

**Week 3 (May 17-21). Creating and Affirming Environment for SGM Patients**

* + 5/19: Webinar: Creating an Affirming Environment for SGM Patients (1 hour)
	+ Online, self-paced modules to be completed *prior* to session:

Normalizing Implicit bias, Provider strategies to address inequity, Institutional strategies to address inequity

* + Reading: LGBTQ Prostate Cancer Providers Guide and Patient Brochures

**Week 4 (May 24-28). Conducting your Needs Assessment**

* + 5/26: Webinar: Conducting your Needs Assessment (1 hour)
	+ Pre-Intervention Organizational Assessment (submitted after the session)
	+ Reading: Enhanced National CLAS Standards
	+ Reading: Healthcare Equality Index Criteria

**Week 5 (May 31 – June 4). Creating Organizational Change**

* 6/2: Webinar: Creating Organizational Change: Bias, Ethics, and Change Mechanisms (1 hour)
* Reading: Organizational Change
* Collect patient level data

**Week 6 (June 7-11). Trauma-Informed Care**

* 6/9: Webinar: Anatomy-Driven Cancer Screening and Trauma-Informed Care (1 hour)
* Reading: Cancer Care Considerations for Sexual and Gender Minority Patients
* Collect patient level data

**Week 7 (June 14-18). Sex and Gender Considerations in Oncology Management**

* 6/16: Webinar: Sex and Gender Considerations in Oncology Management (1 hour)
* Collect patient level data

**Week 8 (June 21-25). Policy and Legal Considerations for SGM Cancer Patients**

* 6/23: Webinar: Policy and Legal Considerations for SGM Cancer Patients (1 hour)
* Collect patient level data

**Week 9 (June 28 – July 2). Supportive and Palliative Care**

* 6/30: Webinar: Supportive and Palliative Care for SGM Cancer Patients (1 hour)

**Week 10 (July 5-9). Action Plan Workshop**

* + 7/7: Webinar: Assessing SGM Health Disparities and Using Data for Quality Improvement (1 hour)

**Week 11 (July 12-16). Action Plan Presentations**

* + 7/14: Webinar: Action Plan Presentations (1 hour)
	+ Submit Final Action Plans (after the session)

**Week 12 (July 19-23). Continue with Action Plan Implementation (no meeting)**

**Week 13 (July 26 - 30). Virtual Technical Assistance**

* + 7/28: Webinar: Addressing Barriers to Implementation (1 hour)
	+ Post-test evaluation: Individual TEAM learners
	+ Post-intervention: Implicit Attitude Assessments

**Weeks 23-26: Post-intervention: Collect patient level data**

**Post-Test Follow-Up**

* + 3-months post-intervention: Post-intervention Organizational Assessment and Action Plan Progress
	+ 6-months post-intervention: Action plan progress

**BENEFITS OF PARTICIPATION**

* Access to a free, interactive online course and related resources developed by a leading technical assistance provider in patient-centered cancer care and health equity and 12 nationally renowned subject matter experts in LGBTQI-affirming cancer care. Health care professionals may be eligible to claim up to thirteen (13) continuing education credits for their completion of the course (approval pending).
* Mentorship from leading clinicians, researchers, thought leaders and patient advocates.
* Skills application through individual and small-group sessions.
* Sustained support in the creation and implementation of quality improvement plans. Teams will create plans with guidance from training staff and faculty through preliminary planning, technical assistance at the workshop and follow-up consultation.
* Opportunities to engage with other health care organizations in the TEAM-SGM Training cohort. This network of colleagues will share current challenges and lessons learned in striving to make their organizations more patient-centered, culturally sensitive and equitable for LGBTQI patients.

**WHO CAN APPLY**

The TEAM-SGM Training is for organizations that provide cancer care services or address cancer disparities. Services can include: community/population health interventions with a cancer-related focus, navigation, education, screening, diagnostic testing, treatment, psychosocial support and survivorship care.

Organizations may range in size (e.g., specific oncology department, entire practice or hospital) and care setting (e.g., community-based clinic, in-patient facility).

We are committed to convening a cohort of diverse health professionals. **Organizations are strongly encouraged to engage a diverse team, including individuals diverse in race, ethnicity, age, sexual orientation, gender, gender identity, ability/disability, and professional role.** Organizations must:

* Provide direct cancer care services or address cancer disparities through interventions at a community/population level.
* Assemble a multidisciplinary team of four to complete the TEAM-SGM Training. This team must include one administrator who has budgetary authority and decision-making power and one clinical champion.
* Ensure learners complete **all** training activities and requirements during paid work hours
* Participate in an organizational assessment and evaluation of training.

**SELECTION CRITERIA**

The GW Cancer Center wishes to provide technical assistance to individuals and organizations committed to championing significant culture change toward supportive, affirming, inclusive cancer care services. Please demonstrate this commitment through the completion of the application and attach a letter of commitment drafted and signed by a senior-level administrator. (See Section IV of the application for instructions.)

***Please go to the next page to complete the application.***

**TEAM-SGM TRAINING APPLICATION FORM**

**2021**

**I. Profile**

Background:

Name of organization: Click or tap here to enter text.

Name of specific department, division, center or clinic (if applicable): Click or tap here to enter text.

Address of organization:

 Click or tap here to enter text.

Organization mission statement: Click or tap here to enter text.

Services:

Which of the following cancer continuum of care services does your organization provide? Please select all that apply.

[ ]  Screening/preventive services

[ ]  Diagnostic testing

[ ]  Medical treatment

[ ]  Radiation treatment

[ ]  Surgical treatment

[ ]  Post-treatment surveillance/survivorship care

[ ]  Palliative/end-of-life care

[ ]  Other: Click or tap here to enter text.

**II. Narrative**

Please respond to the following questions, within the word limit provided:

1. Describe the demographics of your clients. Indicate if your description is based on estimation, registry data or another data source. Indicate whether you currently collect sexual orientation and gender identity data and the percentage of LGBTQI patients your center cares for (if known). (150 words)

Click or tap here to enter text.

1. Describe what you most want to improve at the systems level to support equitable, patient-centered, and culturally affirming cancer services for your LGBTQI patients (300 words)

Click or tap here to enter text.

1. How was the area for improvement identified? (Select all that apply):

[ ]  Review and analysis of available data, which indicated gap/need for improvement

[ ]  Qualitative data (such as patient focus groups or key informant interviews with
 patients)

[ ]  Recommendation from a board (such as governing board, patient/family advisory
 board or other group that provides suggestions regarding direction of organization)

[ ]  Organizational need to meet accreditation standards

[ ]  Market competition

[ ]  Internal workgroup/committee recommendation

[ ]  Directive from senior leadership

[ ]  Other: Click or tap here to enter text.

1. How will your organization benefit from the TEAM-SGM Training? (300 words)

Click or tap here to enter text.

1. Describe leadership and management support for your project.

Please describe in 150 words.

Click or tap here to enter text.

1. What are you most in need of to help you succeed in implementing a project to improve care for LGBTQI patients in your setting?

Please describe in 300-350 words.

Click or tap here to enter text.

1. How did your organization hear about the TEAM-SGM Training (Select all that apply):

 [ ]  E-mail from the GW Cancer Center

 [ ]  E-mail from an association, professional organization or coalition

 [ ]  Social Media (Facebook, Twitter, LinkedIn)

 [ ]  Word of mouth (for example e-mail forward from colleague)

 [ ]  Other: Click or tap here to enter text.

**III. Team Information and Personal Statements**

Please provide the requested information below for each team member.

Each team member must write their own brief personal statement (300-350 words) regarding professional background, interest in participating in the TEAM-SGM Training and what skills/expertise/perspectives they would contribute to the team. Specifically, how are you instrumental to implementation of your systems change goal?

**Team Leader** (The Team Leader will serve as the primary point of contact throughout the training)

 Name: Click or tap here to enter text.

 Credentials: Click or tap here to enter text.

 Title: Click or tap here to enter text.

 Email: Click or tap here to enter text.

 Phone number: Click or tap here to enter text.

Team Leader Personal Statement (300-350 words):

Click or tap here to enter text.

**Team Member #2**

 Name: Click or tap here to enter text.

 Credentials: Click or tap here to enter text.

 Title: Click or tap here to enter text.

 Email: Click or tap here to enter text.

 Phone number: Click or tap here to enter text.

Team Member #2 Personal Statement (300-350 words):

Click or tap here to enter text.

**Team Member #3**

 Name: Click or tap here to enter text.

 Credentials: Click or tap here to enter text.

 Title: Click or tap here to enter text.

 Email: Click or tap here to enter text.

 Phone number: Click or tap here to enter text.

Team Member #3 Personal Statement (300-350 words):

Click or tap here to enter text.

**Team Member #4**

 Name: Click or tap here to enter text.

 Credentials: Click or tap here to enter text.

 Title: Click or tap here to enter text.

 Email: Click or tap here to enter text.

 Phone number: Click or tap here to enter text.

Team Member #4 Personal Statement (300-350 words):

Click or tap here to enter text.

**IV. Letter of Support**

Please include a letter of support as an email attachment when submitting the application. The letter must be:

* Signed letter from a senior administrator: 1) committing to staff participation in all aspects of the TEAM-SGM Training during paid work hours (e.g., approximately 20 hours of virtual sessions, data collection, action planning, and evaluation activities over 13 weeks); and 2) supporting implementation of an action plan in the 6 months following the training.

The administrator signing this letter must be at least one level of seniority higher than the most senior individual completing the TEAM-SGM Training. Ideally, this individual will be a C-suite (CEO or COO) professional.

The letter may not be signed by an individual completing the TEAM-SGM Training, unless that individual is a senior-level administrator.

Please see the next page for a template letter. ***We strongly recommend that administrators adapt this template to reflect the commitment of their specific organization. However, the letter must include the content from this template at a minimum.***

(date)

Mandi Pratt-Chapman, PhD

Associate Center Director, Patient-Centered Initiatives & Health Equity

The GW Cancer Center

2600 Virginia Ave. NW, Suite 300

Washington, DC 20037

**Subject: Organizational Participation in the Together, Equitable, Accessible, Meaningful (TEAM) Cancer Care for Sexual and Gender Minority (SGM) Patients Training**

Dear Dr. Pratt-Chapman:

The purpose of this letter is to confirm (*organization name*)’s commitment to participate in the Together, Equitable, Accessible, Meaningful (TEAM) Cancer Care for Sexual and Gender Minority (SGM) Patients Training for health care professionals offered by the Institute for Patient-Centered Initiatives and Health Equity at The George Washington University (GW) Cancer Center.

*(Organization name)* is committed to the mission of the training, which is to improve patient-provider interactions to promote equitable, accessible and patient-centered care that results in better health outcomes for those impacted by cancer. *(Organization name)* recognizes that the goal of the training is to help organizations implement quality improvements to support patient engagement, enhance patient-provider communication and engage in culturally sensitive practices, specifically for lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI) patients.

**I acknowledge that I have read the TEAM-SGM Training Syllabus and the four members of (*organization name*) listed as potential participants of the TEAM-SGM Training will complete all aspects of the training as outlined in the syllabus. Further, I confirm that all team members are volunteers and are not being coerced to participate.**

Participation in the TEAM-SGM Training will also include ongoing work by members listed on this application (in consultation and collaboration with other staff members) to design and implement an organization action plan to enhance the cultural sensitivity of care and services provided to LGBTQI patients. I guarantee that employees will be permitted to complete the TEAM-SGM Training responsibilities during paid work hours and accommodations will be made to protect time to complete responsibilities.

(*Organization name*) looks forward to participating actively in the TEAM-SGM Training.

Sincerely,

(Signature)

Name

Title