

Crosswalk of job tasks with knowledge areas and knowledge areas with job tasks **Job tasks to knowledge areas**

Job Tasks	Knowledge Areas that apply to this job task.
1. Assess and eliminate barriers to diagnostic and treatment care utilizing facility, local, and national resources at intervals as defined by the Breast Patient Navigation Matrix™ stages entry points in care.	1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14, 15, 16, 17, 18
2. Create and maintain strong resource connections for up-to-date patient referral and application.	1, 11, 16, 18
3. Document patient progress and assessment for a minimum of five (5) years, through survivorship or end of life care, or as directed by scope of practice or individual facility job description.	2, 3, 4, 6, 7, 8, 9, 10, 12, 13, 14, 17
4. Transition (bridge) patient care from department or facility changes through use of education, resources, and support to eliminate identified barriers to care.	1, 9, 15, 16, 18
5. Assist patient with scheduling upcoming appointments and educate them about how to prepare and what to expect. Practice HIPAA compliant and professionally sound inter/intra-communication of patient care and needs.	1, 2, 6, 8, 15, 16, 17, 18
6. Support timely patient and primary care provider education regarding diagnosis, treatment, survivorship, post-treatment palliative and hospice care, as appropriate.	1, 2, 6, 7, 8, 9, 10, 11, 14, 16, 17, 18
7. Collaborate with the multi-specialty breast team on behalf of the patient and family to enhance timely communication between providers and streamline patient care.	2, 4, 6, 7, 8, 9, 10, 16
8. Develop, understand, and/or participate in community needs assessments and community outreach strategies as a resource to patients.	1, 16, 17, 18
9. Routinely perform a breast-center level Needs Assessment to keep patient-centric care focused on the current clientele's needs and update available resources.	1, 11, 16, 17, 18
10. Contribute to data collection on all patient activities in preparation for survivorship care plans.	1, 9, 17
11. Collect data on Navigator performance and outcomes for program development utilizing EMRs and computer software (e.g., Excel, Word, Powerpoint) to obtain information.	1, 16, 17, 18
12. Continue professional breast and navigation education in relevant, full spectrum patient care based on the Breast Patient Navigation™ guidelines.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18
13. Coordinate multi-disciplinary teams meeting.	2, 4, 6, 7, 17, 18

Knowledge areas to job tasks

Knowledge areas	Job Tasks to which the knowledge areas apply
1. The total spectrum of patient care from diagnostics through survivorship or end-of-life care, including knowledge of the different scopes of practice of different Navigator designations.	1, 2, 4, 5, 6, 8, 9, 10, 11, 12
2. Diagnostic imaging: appropriate use and practical application. Mammogram, ultrasound, magnetic resonance imaging (MRI), positron emission tomography (PET), computerized tomography (CT), positron emission mammography (PEM), tomosynthesis mammography (3D), American College of Radiology (ACR) breast imaging-reporting and data system (BIRADS), core/fine needle biopsies, wire localization, seed localization, sentinel node dissection.	1, 3, 5, 6, 7, 12, 13
3. Side effects and complications of cancer treatment (working knowledge).	1, 3, 12
4. Medical oncology: terms, common medications, impact on patient lives, resources.	1, 3, 7, 12, 13
5. Common chemotherapeutic options (including immunotherapies, anti-estrogen therapies), common side effects and nursing interventions. Oncotype DX, Mammoprint, Adjuvant Online and their decision making role in treatment options.	1, 12
6. Surgical oncology: terms, common surgical procedures (lumpectomy, mastectomy, excisional biopsy, reconstruction options), impact on patient lives, resources.	1, 3, 5, 6, 7, 12, 13
7. Radiation oncology: terms, common surgical procedures, impact on patient lives, resources.	1, 3, 6, 7, 12, 13
8. Types of radiation treatments (whole breast – 3 to 6 weeks, accelerated partial breast irradiation (APBI) options and limitations, common side effects and interventions.	3, 5, 6, 7, 12
9. Survivorship plans: terms, common survivorship barriers, resources.	1, 3, 4, 6, 7, 10, 12
10. End of life care: palliative/hospice care, terms, common barriers to care resources.	1, 3, 6, 7, 12
11. Family, caregiver, partner support, care, and resources.	1, 2, 6, 9, 12
12. Prognostic studies: Adjuvant Online, Mammoprint, Oncotype DX, others (working knowledge).	3

Knowledge areas	Job Tasks to which the knowledge areas apply
13. Pathology reports. Invasive, in-situ, ductal, lobular, inflammatory, Paget’s disease, benign, fibroadenomas, phyllodes tumors, prognostic studies (estrogen, progesterone, HER2 overexpression), Nottingham scores (grade), staging TNM system, local recurrence, metastatic disease (working knowledge).	1, 3, 12
14. Genetic factors, testing, and risk factors.	1, 3, 6, 12
15. Critical analysis of what factors warrant immediate attention.	1, 4, 5
16. Patient Navigation: terms, out-of-facility migration, stakeholder, etc.	1, 2, 4, 5, 6, 7, 8, 9, 11, 12
17. National guidelines through National Comprehensive Cancer Network (NCCN), American College of Radiology (ACR), Commission on Cancer (CoC), American Society of Clinical Oncology (ASCO), American Cancer Society (ACS), and the National Consortium of Breast Centers (NCBC) (sound base of knowledge).	1, 3, 5, 6, 8, 9, 10, 11, 12, 13
18. Barrier Knowledge: a. Financial support b. Transportation issues c. Emotional support for patient and family d. Legal support (housing, employment) e. Dependent care support f. Language disparity g. Cultural sensitivity h. Educational deficits i. Cognitive issues j. Age appropriate communication k. HIPAA regulations	1, 2, 4, 5, 6, 8, 9, 11, 12, 13

Appendix C

Mapping of survey statements (job task and knowledge) to item numbers and itemIDs

(Note: 1-13 job task statements, 14-31 knowledge statements)

Item Number	Item Statement	ItemID
1.	Assess and eliminate barriers to diagnostic and treatment care utilizing facility, local, and national resources for entry points in care (as defined by the Matrix stages).	JT_Freq_I15 JT_Crit_I16
2.	Create and maintain strong resource connections for up-to-date patient referral and application.	JT_Freq_I17 JT_Crit_I18
3.	Document patient progress and assessment for a minimum of five (5) years, through survivorship or end of life care, or as directed by scope of practice or individual facility job description.	JT_Freq_I19 JT_Crit_I10
4.	Transition (bridge) patient care from department or facility changes through use of education, resources, and support to eliminate identified barriers to care.	JT_Freq_I11 JT_Crit_I12
5.	Assist patient with scheduling upcoming appointments and educate them about how to prepare and what to expect. Practice HIPAA compliant and professionally sound inter/intra-communication of patient care and needs.	JT_Freq_I13 JT_Crit_I14
6.	Support timely patient and primary care provider education regarding diagnosis, treatment, survivorship, post-treatment palliative and hospice care, as appropriate.	JT_Freq_I15 JT_Crit_I16
7.	Collaborate with the multi-specialty breast team on behalf of the patient and family to enhance timely communication between providers and streamline patient care.	JT_Freq_I17 JT_Crit_I18
8.	Develop, understand, and/or participate in community needs assessments and community outreach strategies as a resource to patients.	JT_Freq_I19 JT_Crit_I20
9.	Routinely perform a breast-center level Needs Assessment to keep patient-centric care focused on the current clientele's needs and update available resources.	JT_Freq_I21 JT_Crit_I22
10.	Contribute to data collection on all patient activities in preparation for survivorship care plans.	JT_Freq_I23 JT_Crit_I24
11.	Collect data on Navigator performance and outcomes for program development utilizing EMRs and computer software (e.g., Excel, Word, Powerpoint) to obtain information.	JT_Freq_I25 JT_Crit_I26
12.	Continue professional breast and navigation education in relevant, full spectrum patient care based on the MATRIX guidelines.	JT_Freq_I27 JT_Crit_I28
13.	Coordinate multi-disciplinary teams meeting.	JT_Freq_I29 JT_Crit_I30
14.	The total spectrum of patient care from diagnostics through survivorship or end-of-life care, including knowledge of the different scopes of practice of different Navigator designations.	KA_Freq_I31 KA_Crit_I32
15.	Diagnostic imaging: appropriate use and practical application. Mammogram, ultrasound, magnetic resonance imaging (MRI), positron emission tomography (PET), computerized tomography (CT), positron emission mammography (PEM), tomosynthesis mammography (3D),	KA_Freq_I33 KA_Crit_I34

American College of Radiology (ACR) breast imaging-reporting and data system (BIRADS), core/fine needle biopsies, wire localization, seed localization, sentinel node dissection.	
16. Side effects and complications of cancer treatment (working knowledge).	KA_Freq_I35 KA_Crit_I36
17. Medical oncology: terms, common medications, impact on patient lives, resources.	KA_Freq_I37 KA_Crit_I38
18. Common chemotherapeutic options (including immunotherapies, anti-estrogen therapies), common side effects and nursing interventions. Oncotype DX, Mammoprint, Adjuvant Online and their decision making role in treatment options.	KA_Freq_I39 KA_Crit_I40
19. Surgical oncology: terms, common surgical procedures (lumpectomy, mastectomy, excisional biopsy, reconstruction options), impact on patient lives, resources.	KA_Freq_I41 KA_Crit_I42
20. Radiation oncology: terms, common surgical procedures, impact on patient lives, resources.	KA_Freq_I43 KA_Crit_I44
21. Types of radiation treatments (whole breast – 3 to 6 weeks, accelerated partial breast irradiation (APBI) options and limitations, common side effects and interventions.	KA_Freq_I45 KA_Crit_I46
22. Survivorship plans: terms, common survivorship barriers, resources.	KA_Freq_I47 KA_Crit_I48
23. End of life care: palliative/hospice care, terms, common barriers to care resources.	KA_Freq_I49 KA_Crit_I50
24. Family, caregiver, partner support, care, and resources.	KA_Freq_I51 KA_Crit_I52
25. Prognostic studies: Adjuvant Online, Mammoprint, Oncotype DX, others (working knowledge).	KA_Freq_I53 KA_Crit_I54
26. Pathology reports. Invasive, in-situ, ductal, lobular, inflammatory, Paget's disease, benign, fibroadenomas, phyllodes tumors, prognostic studies (estrogen, progesterone, HER2 overexpression), Nottingham scores (grade), staging TNM system, local recurrence, metastatic disease (working knowledge).	KA_Freq_I55 KA_Crit_I56
27. Genetic factors, testing, and risk factors.	KA_Freq_I57 KA_Crit_I58
28. Critical analysis of what factors warrant immediate attention.	KA_Freq_I59 KA_Crit_I60
29. Patient Navigation: terms, out-of-facility migration, stakeholder, etc.	KA_Freq_I61 KA_Crit_I62
30. National guidelines through National Comprehensive Cancer Network (NCCN), American College of Radiology (ACR), Commission on Cancer (CoC), American Society of Clinical Oncology (ASCO), American Cancer Society (ACS), and the National Consortium of Breast Centers (NCBC) (sound base of knowledge).	KA_Freq_I63 KA_Crit_I64

31. Barrier Knowledge including:

- a. Financial support
 - b. Transportation issues
 - c. Emotional support for patient and family
 - d. Legal support (housing, employment)
 - e. Dependent care support
 - f. Language disparity
 - g. Cultural sensitivity
 - h. Educational deficits
 - i. Cognitive issues
 - j. Age appropriate communication
 - k. HIPAA regulations
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KA_Freq_I65

KA_Crit_I66