

KCMS SHARED DECISION-MAKING (SDM) CONVERSATION CHECKLIST

Partnering with Patients in Cervical Cancer Care

Purpose: To help clinicians guide transparent, patient-centered conversations that align treatment decisions with each patient's values, understanding, and life circumstances.

1 Before the Discussion

- ✓ Review diagnosis, stage, and biomarker results (PD-L1, HER2, RET, NTRK, TMB).
- ✓ Identify treatment options that are medically appropriate.
- ✓ Prepare plain-language explanations and visual aids (infographics, translated summaries).
- ✓ Confirm interpreter availability if needed.
- ✓ Schedule enough time for questions—avoid rushed discussions.

2 During the Conversation

Use the Ask-Tell-Ask Framework

1. Ask: "What's most important to you as we talk about next steps?"
2. Tell: Explain options clearly—benefits, risks, logistics, and side effects.
3. Ask Again: "How does this option fit with your goals and daily life?"

3 Core Principles

- ✓ Acknowledge emotions and uncertainty.
 - ✓ Offer choices using balanced, unbiased language.
 - ✓ Discuss the option of no treatment or supportive care when relevant.
 - ✓ Avoid medical jargon—use teach-back to confirm understanding.
- Tip:** Encourage patients to bring a family member or support person when possible.

3 After the Conversation

- ✓ Document patient preferences and chosen plan in the EHR ("SDM Notes").
- ✓ Provide written summaries or decision aids in the patient's preferred language.
- ✓ Offer resources for second opinions or additional information.
- ✓ Schedule follow-up calls or visits to revisit decisions as circumstances evolve.
- ✓ Reinforce that changing one's mind is acceptable as new information arises.

4 Equity & Respect in SDM

- ✓ Use culturally sensitive language—avoid assumptions.
- ✓ Confirm comprehension using the teach-back method ("Can you tell me in your own words what we discussed?").
- ✓ Provide contact information for follow-up questions.
- ✓ Integrate SDM training into staff onboarding and tumor board discussions.

✓ Fast Action

- Post this checklist in exam rooms or team workrooms.
- Use it alongside the KCMS Equity Tracking Tool to measure SDM documentation rates and follow-up consistency.

Sources: NCCN Guidelines: Cervical Cancer, 2025;
Society of Gynecologic Oncology (SGO) Clinical Trials Portal, 2024.