

Attachment 4: Email Invitation and Reminder Email to NCCCP Quality of Care Leads for MTP Survey

Invitation Email

Dear Dr. XXX,

The National Cancer Institute (NCI) is conducting an online survey among NCCCP sites to gain insight into the variety of ways multidisciplinary treatment planning is structured and implemented for different cancer types. This survey is designed to solicit information about multidisciplinary treatment planning services for [type of cancer] cancer patients at your facility. This cancer was chosen because your facility has reported multidisciplinary care experience in this area. Think beyond what is done within NCCCP and report for [type of cancer] cancer for your facility as a whole. This survey is intended to obtain information at the **organizational** level and not at the physician or specialty level.

Your responses are vital to understanding multidisciplinary treatment planning and will help inform future research in cancer care delivery. We encourage you to consult with other colleagues at your facility. A PDF of the survey is attached to this email to provide you with the questions ahead of time. **Please note: no paper copies will be accepted as the only eligible responses are those collected through the online survey.**

Participation in the survey is voluntary and will not affect your status in the NCCCP. The survey should take no more than 60 minutes to complete, including time to consult with colleagues. The link below provides access to the survey specifically for your facility.

[link to survey]

Your facility's responses will be saved as you complete the survey, so you may continue the survey at another time. If you do, it is important to save this web link. To ensure your facility's responses are included in the study, please complete the survey by date to be filled in.

If you have any questions regarding this survey, you may contact either Kate Castro at castrok@mail.nih.gov (Tel: 240.276.6834) or Irene Prabhu Das at prabhudasi@mail.nih.gov

(Tel: 240.276.6799).

Thank you in advance for your participation!

Best wishes,

Irene Prabhu Das, PhD
Health Scientist,
Outcomes Research Branch/Applied Research Program,
Division of Cancer Control & Population Sciences
National Cancer Institute, National Institutes of Health

Email Reminder #1 and #2 Invitation

Dear Dr. XXX,

A few weeks ago, we contacted you regarding NCCCP Survey on Multidisciplinary Treatment Planning. As you may recall, the National Cancer Institute is conducting a survey among NCCCP hospitals to understand how multidisciplinary treatment planning is conducted at the organizational level for different cancer types.

This is a friendly reminder to please complete this survey. **Your responses are vital to understanding multidisciplinary care within the NCCCP.** We encourage you to complete the survey by [date] so that your responses can be included in the study.

[link to survey]

The survey should take no more than 60 minutes to complete, including time to consult with colleagues. Your facility's responses will be saved as you complete the survey, so you do not need to complete the survey in one sitting. Remember to save this web link if you need to continue the survey at another time.

A PDF of the survey is attached to this email to provide you with the questions ahead of time. **Please note: no paper copies will be accepted; please complete the survey online using the link above.**

Participation in the survey is voluntary and will not affect your status in the NCCCP. If you have any questions regarding this survey, you may contact either Kate Castro at castrok@mail.nih.gov (Tel: 240.276.6834) or Irene Prabhu Das at prabhudasi@mail.nih.gov (Tel: 240.276.6799).

Thank you in advance for your participation!

Best wishes,

Irene & Kate

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