

Guidelines for the Morning Patient Interview

Below are guidelines to help ensure a successful weekly morning patient interview:

1. Responsibilities of the **System Leader**:

- a. Determine the diagnoses
- b. Select the day/time/location for the interview (preferably Fridays)
- c. Identify the interviewer
- d. Communicate the patient diagnosis to the deaf interpreter
- e. Identify a suitable patient
- f. Recruit and confirm the patient (for the correct day and time)
- g. Obtain patient email and phone number
- h. Ensure the patient understands:
 - Their purpose for attending and the date and time of the presentation
 - What will happen during their visit
 - What is provided to the patient:
 - Honorarium:
 - \$50 if <30 miles one way using Mapquest
 - \$75 if >30 miles one way using Mapquest
 - **NOTE:** UVa employees must take annual leave during the interview unless it is their day off or they are taking flex-time
 - Parking (provided during the interview only)
 - Personal escort to/from the interview
 - **NOTE:** Hotel accommodations (arrangements and costs) are the sole responsibility of the patient and will not be reimbursed by the University.
- i. Note any special considerations:
 - Wheelchair
 - Non-reimbursible transportation requirements (taxi, bus, JAUNT)
 - Any special challenges, technical or otherwise:
 - Skype connectivity
 - Translator needed for non-English speaking patients
- j. Request patient's permission to forward contact information to the Clinical Performance Development (CPD) staff
- k. Communicate the above information to the Administrator of Clinical Performance Development (e-mail: ecb2h@virginia.edu; phone: 924-8100) **at least 2 weeks in advance**
- l. Notify the Administrator of Clinical Performance Development and the interpreter of any patient changes (diagnosis/date/time)

2. Responsibilities of the **CPD group**:

- a. Coordinate parking with Transportation (McLeod or other suitable location)
- b. Reconfirm the patient and confirm that they understand:
 - Their purpose for attending and date and time of presentation
 - The interview process
 - Parking will be provided
 - Driving and parking instructions
 - They will be met by one of the CPD team and escorted to/from the interview
 - They will be paid an honorarium for their participation
- c. Provide other specific instructions as needed
- d. Reconfirm the patient 1-2 days prior as needed
- e. Meet the patient outside the MedEd building
- f. Direct them to parking and provide parking ticket
- g. Obtain patient signature on University Counsel-approved consent form
- h. Process honorarium payment