**TOOL**

# Navigator Checklist

**CA BRIDGE**

| First Two Weeks | Second Two Weeks (and Ongoing) |
|---|---|
| ❏ Establish a workspace and attain phone access or extension number<br>❏ Complete items on navigator welcome letter<br>  ❏ Navigator scavenger hunt<br>  ❏ Sign up for Slack<br>  ❏ Sign up for navigator training<br>  ❏ Harm reduction learning modules | ❏ Get to know the staff and send an email with your contact information to the ED team<br>❏ Schedule time with the Nursing Director to attend ED staff meetings or shift huddles to educate staff about your program.<br>❏ Network with case managers/social workers for resources |
| ❏ Meet with clinical champion/program manager, set goals for months ahead, i.e., patient referral process, education of staff, data collection, etc. | ❏ Review Buprenorphine ED Quick Start. This will help you know the process the patients will go through |
| ❏ Review CA Bridge website and Navigator welcome page<br>❏ Read the Navigation Toolkit<br>❏ Catch up on recordings of SUN Training 101 sessions | ❏ Develop and activate your patient process workflow for referrals. How will you be notified you have a patient?<br>❏ Develop an after-hours process and educate the staff |
| ❏ Follow up with your CA Bridge Navigator Mentor<br><br>Name_____     #_____ | ❏ Develop signs, flyers, posters for your program<br>❏ Work with your clinical champion/supervisor to post signs |
| ❏ Find out if you have buprenorphine on formulary to give to ED patients. If not, find out where to refer patients | ❏ Make site visits to your referral sites. Take your flyers/brochures. Develop a list of questions: Will they accept patients with Medi-Cal insurance? Will they give appointments immediately? What are their hours for intake? |
| ❏ Identify local pharmacy and their hours. | ❏ Arrange a program meeting to update and discuss next steps like naloxone distribution |
| ❏ Find inpatient, outpatient, and primary care resources for patient referral<br>❏ Develop a patient resource list including contact information | ❏ Stay in touch with Navigator Mentor and Navigator Trainings<br>❏ Utilize CA Bridge tools for healthcare providers and nursing staff. All material can be downloaded and distributed |
| ❏ Gather patient-facing materials from cabridge.org to give to patients. | ❏ Develop a patient tracking log for documentation |