



# **Quick Start Guide to the MASCC Antiemesis Tool (MAT)**

## **A QUICK GUIDE TO THE MASCC ANTIEMESIS TOOL (MAT)**

All MAT materials can be found on the [mascc.org](http://mascc.org) website. Files include:

### **The MASCC Antiemesis Tool (The MAT):**

An easy-to-use form to assess if patients receiving chemotherapy are having any chemotherapy-induced nausea or vomiting. The MAT can be used to assess individual patients, as a quality improvement tool, or can be used as a research assessment instrument. The MAT has been tested for its psychometric properties, which are published (Molassiotis A, Coventry PA, Stricker CT et al. Validation and Psychometric Assessment of a Short Clinical Scale to Measure Chemotherapy-Induced Nausea and Vomiting: The MASCC Antiemesis Tool. *Journal of Pain and Symptom Management* 2007; 34:148-159).

### **Instructions - Guide to Using the Mat:**

How to access the form and how to instruct patients to use it correctly.

### **Tally sheet – MAT Patient Outcomes Score Sheet**

To help keep track of patients, their emesis control, and actions taken to further improve patient results.

## **HOW DO I ACCESS THE FORMS FROM THE WEBSITE?**

You can easily download the MAT instrument file in Microsoft Word format (.doc) from the website to your computer. Microsoft Word is part of Microsoft Office. Once you have saved this file on your computer, you can then customize it as desired for individual patients and enter names and telephone numbers of your office physicians and nurses. Most users (patients and healthcare professionals) have some form of word processing that is compatible with Microsoft Word that can easily use this file. The documents can also be printed directly from this file.

You can also copy the PDF files (.pdf) from the website to your computer. These files require Adobe software (Adobe Reader) to read and print (available free from [www.adobe.com](http://www.adobe.com)). To customize and save the responses made on the PDF form requires other Adobe software that must be purchased if one does not already have this.

So, for printing, either the Word or PDF files work very well. However, many people will not have the full Adobe versions for customizing the forms.

## HOW DO I GIVE OUT OR PRINT THE MAT FORMS?

It is best to save the files on your computer first. Then, there are several options:

- 1) You can print the files as a paper form by printing using either Microsoft Word or Adobe software, and give the paper version to a patient.
- 2) You can copy the files to electronic storage media, or can place the file on an accessible cloud-based platform and give this to a patient to complete and return by e-mail or as printed hard copy.
- 3) You can e-mail a copy to patients and have them return it by e-mail or hard copy. If you do this method, you will need to keep in mind several aspects: 1) the need to assure patient confidentiality with email; 2) assure that patients already have Microsoft Word (for .doc or .docx files) or a compatible program such as “open office,” and 3) remember that many do not have the full version of Adobe software that allows saving of responses (in .pdf)

It is probably a good idea to copy these forms to your own hard drive for ease of use and availability.

Again, the MAT and all accompanying files, can be found on the MASCC Web site, [www.mascc.org](http://www.mascc.org). Additionally, other educational materials, lectures, and programs about nausea and vomiting and other supportive care measures can be found on the Educational and Resource Centers section of the same Web site.

## HOW DO I USE THE FORMS?

First, please review the forms to familiarize yourself with the questions and format.

MAT, page 1:

The patient instruction sheet: it would be good if you could spend 1 to 2 minutes going over the instructions with the patient to ensure his or her understanding of the purpose of the form and how to complete it.

It is also helpful to tell patients that it will only take a few minutes of their time to complete.

You will see that there is space and a convenient area for you to write in general guidance for patients if they need contact names and numbers.

Be sure the patient understands the definition of nausea and vomiting as explained on the instruction sheet. Half of the questions are yes/no questions. We encourage reviewing the intensity questions – make sure that the patients understand that there is no right or wrong answer, only what they feel.

We also encourage reviewing the intensity scales (such as with use of a “Parking Question” or “Weather Question” as an *example*) with patients, making sure they understand how the scales operate and the requirement to mark any number from 0 to 10. These are just like the 0-to-10 pain scales. The “Parking” or “Weather” questions are used only as examples. It is usually best not to proceed until you are confident that the patient understands how to fill out the questions.

Also, this can be a good time to discuss how and when the pages are to be completed and returned to you.

Remember that patients can have complete control, in which case, there is even less for them to fill out.

MAT, page 2:

The acute emesis page: It is important for you to write in the day, date, and time this page should be completed by the patient (24 hours after chemotherapy begins).

Impress upon the patient that it should be done at this time, not earlier or later.

MAT, page 3:

The delayed emesis page: As you can see, this is similar to the acute emesis page. Again, it is important to write in the day and date (4 days after chemotherapy begins) when the patient should complete this page. The timing should be emphasized.

Again, we can’t stress enough the importance of spending a few minutes to instruct patients on how to complete and return the MAT.

Incidentally, although these are copyright materials, you are free to share them with other healthcare professionals and patients at your discretion when the MAT is not used for commercial purposes or by a commercial entity.

## USING THE TALLY SHEET (Outcome Score Sheet)

While optional, the tally sheet can be one of the most helpful parts of the entire process. It has a few basic uses:

- Monitoring an individual patient's outcome over a course of time
- Ensuring that appropriate action is taken if the patient does not do well
- Seeing how you are doing in general when assessing many patients. The tally sheet can be kept for a list of consecutive patients or you can keep a separate one for various treatment groups (eg, by chemotherapy, such as those receiving cisplatin, an AC combination, or carbo; by age; by gender; etc.)
- Using for continuous improvement programs

### Scoring the Tally Sheet:

The columns under "Acute Vomiting," "Acute Nausea," "Delayed Vomiting," and "Delayed Nausea" are all to correspond with the answers that the patients have given on the individual MAT forms. Thus, under "Acute Vomiting," the first column corresponds to question #1 with the value "1" placed for Yes, or "2" for No. The next column for frequency would have the answer to question #2, the number of times the patient vomited. It is similar in filling out the two "Acute Nausea" columns with the Yes/No answer to question #3, and the intensity score from question #4 placed in the fourth column. The delayed emesis questions are identical in their columns.

The final column, "Action Taken," can be most helpful in assessing what we in our practices actually do. This can be interesting for each of us, and is particularly important in a continuous improvement project.

The tally sheet is available in Microsoft Word or Microsoft Excel (also found in Microsoft Office). Excel is easy to keep and very helpful when analyzing results. While the tally sheet in Word is easy to use when printed, Word cannot calculate columns as Excel can.

*V2. 28 Aug 2017*