**Table 1 Components of Cancer Carers Medicines Management (CCMM)**

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| **CCMM conversational process***Nurse initially works through the steps below in one face-to-face session with carer. At subsequent contacts nurse addresses any questions and revisits aspects of the conversational process.*  | **CCMM toolkit: *Taking charge of cancer pain****Nurse introduces resources and tools as appropriate to meet individual needs for information and support identified through conversational process. At subsequent contacts nurse reviews use of toolkit resources.* |
| **C**onsent: | explain purpose, your role. Consent from patient to discuss pain management with carer. | * Frequently asked questions about pain medicines: information about using morphine in Q&A format
* Medicines chart: to be completed jointly by nurse and carer
* Record of medicines taken: for carer to chart regular and additional pain medication
* Pain diary: explanation and suggested simple format diary
* What works best for pain? Chart for collating information to help assess effectiveness pain management
* Anticipating tool: planning how to respond to situations that may arise
* Stop, look, ask, listen and respond: tool to help carer decide what to do when they feel uncertain or overwhelmed about managing pain medicines
* Important local contact telephone numbers
* Details of organisations providing further information and support
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| **A**ssess: | explore beliefs and previous experiences of cancer pain and pain medicines, assess support and other resources available, prioritise knowledge and skills needs. |
| **R**eview:  | prescribed and non-prescribed medicines. Review medicines chart if available or draw one up. |
| **E**ducation: | provide coaching for the educational and information needs prioritised for this visit. |
| **R**eview: | make plans for review and provide resources, if needed. |
| **S**upport: | invite naming of what has been learnt, reinforce support available, including who to phone if any problems before planned review time. |