

RHP 4 | Coastal Bend Region SAMPLE

Improve Patient Engagement and Responsibility | Quarterly Report Form

Reporting Period: June-August 2014

Contact Information	
Provider Organization: Best Hospital in Town	
Primary Contact: Dr. Doolittle	Email:
Goals	
Goal(s): Implement Health Promotion Program <ul style="list-style-type: none">• Develop long term plan for program design and implementation	
Plan	
Plan for Implementation and Achievement: <ul style="list-style-type: none">• Identify and appoint team members for project plan• Schedule first meeting and develop schedule for future meetings• Identify priorities and initial focus of program• Present initial concepts to management for approval• Develop detailed work plan for implementation	
Do	
Actions Taken: <ul style="list-style-type: none">• Identified potential members of committee and finalized appointments• Held initial committee meeting on July 2nd• Established short term timeline for meeting immediate deadlines• Developed initial list of priorities, which was circulated among senior staff for review and comment• Finalized list of priorities• Developed memo of priorities and committee activities; submitted to management for approval	
Study	
Review and Evaluate: <ul style="list-style-type: none">• <i>Progress Towards Goal(s):</i><ul style="list-style-type: none">○ Made significant progress on creation of advisory team members and development of priorities○ Good response from senior staff; revised priorities based on their input○ Submitted priorities and project overview to management for review	

- *Challenges:*
 - Coordinating calendars and scheduling meetings
 - Carving out time to focus on this project amid many competing priorities
 - Getting buy-in from other organizational staff, who have little time to spend on new projects
 - Identifying the right staff within the organization who should be involved in decision making
 - Deciding what we want to do

Act

Next Steps:

- Obtain approval from management to move forward with priorities
- Develop detailed work plan for implementation of initial priorities
- Recruiting additional staff with expertise needed for implementation
- Develop budget for activities

Collaborate

Share Successes and/or Request Assistance

- Success: Identified several key team members who are very enthusiastic and engaged
- Success: Significant agreement among all participants on priorities
- Assistance: would like to know other providers who have already created a health promotion program to discuss details, what they did, how long it took.
- Assistance: Also would like to see example of promotion materials that we could replicate or modify, rather than creating ours from scratch
- Assistance: would like to see future collaborative meetings to have more focused discussions on specific tasks. Maybe create subgroups within the workgroup?