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| **Goal** | **Task** | **Who will be involve with/affected by the task?** | **Responsible** | **Accountable** |
| By *DATE,* we will include 1 piece of literature (print, electronic link, email) regarding prenatal and/or postpartum mental health in each new prenatal packet. | 1. Research and recommend available literature (type, cost, availability) to include in the prenatal packet | Obstetric care clinicians, clinical staff | i.e., RN Jones | i.e., Practice QI Team Member – Olshansky |
| 2. Gain approval from the patient education committee for materials to include | Patient Education Committee | i.e., Practice QI Team Member – Olshansky | i.e., Practice QI Team Member – Olshansky |
| 3. Gain approval from the practice manager to authorize funds to purchase the literature | Practice Manager, finance office | i.e., Practice QI Team Member – Olshansky | i.e., Practice QI Team Member – Olshansky |
| If print packets handed out in practice: |  |  |  |
| 4. Order literature | Practice manager, purchasing | i.e., Administrative supervisor ‐Pridgen | i.e., Practice QI Team Member – Olshansky |
| 5. Assemble packets containing the literature | Administrative staff supervisor, administrative staff | i.e., Administrative staff ‐  Howes | i.e., Administrative supervisor – Pridgen |
| 6. Update the practice procedure for packet assembly to include the new literature. | Practice manger, administrative staff supervisor, administrative staff | i.e., Administrative supervisor ‐Pridgen | i.e., Administrative supervisor – Pridgen |
| 7. Spot‐check packets for inclusion of the literature monthly | Practice manger, administrative staff supervisor, administrative staff | i.e., Administrative staff ‐  Howes | i.e., Administrative supervisor – Pridgen |
| If document packet sent via email: |  |  |  |
| 4. Scan literature/integrate literature into PDF email package | Administrative staff supervisor, administrative staff | i.e., Administrative staff ‐  Howes | i.e., Administrative supervisor – Pridgen |
| 5. Update practice procedure for packet assembly to include new literature | Practice manger, Administrative staff supervisor, administrative staff | i.e., Administrative supervisor ‐Pridgen | i.e., Administrative supervisor – Pridgen |
| If document packet is available via online link: |  |  |  |
| 4. Scan literature/add literature to website | Administrative staff, practice manager, staff supervisor, information technology department | i.e., IT developer ‐ James | i.e., Practice QI Team Member ‐ Olshansky |
| 5. Update practice procedure for patient educational materials to include new literature | Practice manger, administrative staff supervisor, administrative staff | i.e., Administrative supervisor ‐Pridgen | i.e., Administrative supervisor – Pridgen |

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| **Goal** | **Task** | **Who will be involved with/affected by the task?** | **Responsible** | **Accountable** |
| By *DATE*, 80% of  patients who have a new OB visit after *DATE* will be screened for bipolar disorder at the time of their new OB visit using the *Perinatal Mental Health Screening* | 1. Define the patient population that will be asked to complete the screener (age, gestational age, condition(s) excluded, language) | Obstetric care clinicians, Practice QI Team | i.e., Practice QI Team | i.e., Obstetric Care Clinician Champion ‐ Cade |
| 2. Define workflow for administering, collecting, scoring, and documenting the bipolar screening | Obstetric care clinicians, clinical staff, clinical staff lead, administrative staff, practice manager, administrative staff | i.e., Practice QI Team | i.e., Practice Champion ‐ Balliol |
| 3. Train clinical staff in introducing the screener to patients | Clinical supervisor, Practice QI Team | i.e., Clinical staff lead ‐  Agnihotri | i.e., Practice Champion ‐ Balliol |
| 4. Train clinical staff in the screener workflow | Clinical staff, clinical staff lead | i.e., Clinical staff lead ‐  Agnihotri | i.e., Practice Champion ‐ Balliol |
| 5. Print copies of the screener and stock forms in repositories | Administrative staff, administrative staff supervisor | i.e., Administrative Staff – Howes | i.e., Administrative supervisor ‐ Pridgen |