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| **Name** | **Responsible for** | **Date to be completed by** |
|  | Scheduling meeting times and locations and communicating these to the team |  |
|  | Setting meeting agendas and preparing documents for each meeting | ongoing |
|  | Facilitating meetings | ongoing |
|  | Taking notes with action items and summaries of team decisions | ongoing |
|  | Sharing a vision for change with obstetric care clinicians and staff | ongoing |
|  | Informing obstetric care clinicians and clinical staff about workflow changes and gaining support | ongoing |
|  | Completing the baseline practice assessment |  |
|  | Evaluating the baseline assessment results and drafting suggested areas for improvement |  |
|  | Authorizing and scheduling training time for obstetric care clinicians |  |
|  | Authorizing and scheduling training time for clinical staff |  |
|  | Authorizing and scheduling training time for administrative staff |  |
|  | Communicating with your practice group about the QI Team and status of the quality initiative | ongoing |
|  | Training obstetric care clinicians in the new workflow |  |
|  | Training clinical staff in the new workflow |  |
|  | Writing a starting draft of practice goals |  |
|  | Writing a starting draft of goal tasks |  |
|  | Revising the workflow template to reflect your practice workflow |  |
|  | Customizing the *Practice Training on Mental Health Care Workflow Template* |  |
|  | Completing the follow‐up practice assessment |  |
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| **Name** | **Responsible for** | **Date to be completed by** |
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