

Team Meeting Worksheet Action Plans for Planned Clinical Care

Team Name: _____

Clinical Aims: _____

The following table includes strategies to help you achieve your Clinical Care aims. They are in no particular order and can be tried whenever they are best suited to your clinic's situation and needs. Please remember that not all strategies will necessarily apply to your clinic, so start with the ones you feel will be most beneficial, and then consider working on the others as you move through your improvement journey.

Recommended Reading: Go to <http://www.albertaaim.ca/articles.html> to access articles that provide further insight into the ideas presented here (most of the articles are relatively short in length).

Organization of the Health Care System			
Idea/Strategy	Person Responsible	Timeline	Comments
<input type="checkbox"/> Ensure there is leadership commitment for improving clinical care			
<input type="checkbox"/> Define clear goals for clinical care			
<input type="checkbox"/> Commit to measurement to assist with improving clinical care			
<input type="checkbox"/> Consider providing incentives based on quality of clinical care			
<input type="checkbox"/> Develop agreements that facilitate care coordination within and across organizations			

Delivery System			
Idea/Strategy	Person Responsible	Timeline	Comments
<input type="checkbox"/> Commit to improving access (work toward a no-wait culture)			
<input type="checkbox"/> Commit to panel management and continuity			
<input type="checkbox"/> Create practice teams that include members of the leadership team			
<input type="checkbox"/> Identify clinical care teams with clearly defined roles for each member			
<input type="checkbox"/> Plan for care			

Community Linkages			
Idea/Strategy	Person Responsible	Timeline	Comments
<input type="checkbox"/> Link patients to outside resources			
<input type="checkbox"/> Partner with appropriate community organizations that support patient care			

Self-Management			
Idea/Strategy	Person Responsible	Timeline	Comments
<input type="checkbox"/> Encourage patient involvement in care choices			
<input type="checkbox"/> Implement a system to support self-management including assessment, goal-setting, action planning, problem solving and follow-up			
<input type="checkbox"/> Provide options for effective behavior change and/or peer support			

Decision Support			
Idea/Strategy	Person Responsible	Timeline	Comments
<input type="checkbox"/> Use evidence-based guidelines			
<input type="checkbox"/> Link with specialists			
<input type="checkbox"/> Access and promote clinical care continuing education for providers			
<input type="checkbox"/> Involve patients in guideline participation			

Decision Support			
Idea/Strategy	Person Responsible	Timeline	Comments
<input type="checkbox"/> Implement pre-visit preparation and planning			
<input type="checkbox"/> Develop and use customized treatment plans			

Clinical Information Systems			
Idea/Strategy	Person Responsible	Timeline	Comments
<input type="checkbox"/> Develop registries for patients with specific identified clinical conditions			
<input type="checkbox"/> Develop and use pre-visit signals or prompts for patient needs (clinical reminders)			
<input type="checkbox"/> Identify flags or signals for specific patient needs (reminders)			
<input type="checkbox"/> Measure and monitor care			