

Preparation Checklist



PSP Team Based Care Learning Series

Session: Foundations of Team-Based Care
Resource: Team-Based Care Preparation Checklist (*optional*)
Activity: Team-Based Care Preparation Checklist

Activity Description: This checklist outlines a range of items related to team-based care which are useful to explore as you begin/continue your TBC journey. This information may evolve as your team develops. You may wish to update this every so often.

- Are the roles and responsibilities of each team member clearly defined, based on their scopes of practice and also the individual's knowledge, skill, and ability?
- Does every team member know their role and the role of the other team members?
- How will health care decisions be made? Who is responsible and therefore accountable for health delivery decisions?
- Is there a quality assurance mechanism to monitor the team function and health outcomes?
- What are the anticipated health care outcomes the team is striving to achieve?
- Has the patient remained an integral if not a central member of the team?
- How will the team manage patient expectations and respond to patient concerns?
- Is there a sound policy and procedural framework in place to define and support the team function?
- Does the team have sufficient resources to achieve the desired health outcome?
- Who will coordinate care, manage the team, and ensure efficient and effective communication among team members and across teams? Are procedures or processes in place to facilitate timely and appropriate communication?