

**CHECKLIST FOR INITIATING A TASK GROUP
VIHA PROFESSIONAL PRACTICE COMMITTEE/COUNCIL**

Issue Name: Council/Committee
 Contact Person: Name of PPO Liaison

#	Item	Results	Date Completed
1	Review issue and clarify rationale and desired outcome ¹ for proposed change in practice		
2	Clarify/Propose Lead discipline: most accountable e.g. nurses, PT, OT, medicine etc Discipline representatives, information/subject experts. In proposing discipline representatives consider: <ul style="list-style-type: none"> • desired outcomes of the work • required competencies (knowledge, skills, abilities, attitude): <ul style="list-style-type: none"> • clinical expertise ▪ organizational development • program evaluation ▪ labor relations • risk management ▪ finance management • project management/communication skills 		
3	Review initial ² evidence in order to provide task group with general understanding of the issue. Consider expanding (request referring person, committee, council, department or other resource person)		
4	Review broader practice community and other groups ³ impacted by proposed change in practice		
5	Develop proposed membership list: consider selection of Chair		
6	Develop projected time lines and commitments for task group		

¹ E.g. Standard management, improved utilization, improved patient/resident/ client outcomes etc. Where feasible, identify how the *effectiveness* of the proposed change in practice will be measured.

² This is a focused review of evidence to support a discipline's proposed change in practice. It is not an exhaustive search in terms of interdisciplinary practice. It may or may not include a practice survey of facilities offering like care/services. The Task group will conduct an additional review of evidence.

³ Consider departments such as housekeeping, admitting, transport, plant services, etc.

7	Review accountability guidelines for professional staff members on task group.		
8	Recommend or invite discipline representative and/or others to participate in task group.		
9	Send letter (as appropriate) to manager/supervisor of proposed discipline representative requesting support for selection. Include information from Items #2, 6, 7 and 8.		
10	Develop and implement communication plan with broader practice community <ul style="list-style-type: none"> • Ask groups to self-identify interest in review process. 		
11	Clarify Task Group reporting accountabilities including communication with vested interest practitioners. (Stewardship agreement)		
12	Provide ongoing direction and support to Task Group		