



Organize a Team

STEP 1: Select a Physician Leader and Facilitator

STEP 2: Form the Project Team

Identify team members who will be focused on the specific problem you have identified and for which you will be implementing a chosen solution. This team should be multidisciplinary, including members from each area of your hospital.

Identify the roles that each team member should fill based on the definitions below. Typically, there is one team leader and one team facilitator, but you can assign co-leaders or co-facilitators if desired or necessary.

Physician Leader – *responsible for representing project, primary decision-maker.*

Team Facilitator – *responsible for monitoring progress, primary documenter.*

Team Members – *a key contributor as a process owner, content expert, or data analyst responsible for implementing specific project activities. (i.e. pharmacist, social worker, nurse, physician assistant, case manager, data specialist)*

Role	Name/Email/Phone Number	Expertise
Physician Leader		
Facilitator		
Member		
Member		
Member		
Member		
Member		