
Tool for Identifying Key Stakeholders, Committees, and Groups

TASK A Identify key stakeholders, committees, and special groups that need to be aware of your efforts to improve the discharge care transition. You also need to understand where your team fits into the organization's quality improvement structure. This understanding is critical, especially if the group identifies barriers that require broader organizational support to overcome. In addition, clarifying this relationship will assist other QI teams and will help to standardize the approach to clinical care improvement.

Stakeholders:

Committees:

Special Groups (including consumer groups):

TASK B Clarify the reporting structure and approval process for your interventions, and resource approval (include names, titles, and if helpful, an organizational chart that reflects the process).

Reporting Structure:

Approval Process:

Assignment of Task 2A _____ (TEAM LEADER)

Assignment of Task 2B _____ (TEAM LEADER)

Time line for beginning and completing _____