

Project Charter/Project Team Education and Monitoring Timeline

Month 1

1. Meet with VP of business line to review proposed Education and Monitoring Plan (Karen Gomes, Nancy Kendrick or Theresa Petrie)
2. Educate QA staff at QA Meeting
3. Educate Clinical Managers at VNA Cabinet or Hospice Managers Meeting
4. Place Education power point and handouts on Education Website

Month 2

1. QA/Staff Development to educate Clinicians at VNA Monthly Team Meeting or Hospice monthly staff meeting
2. Distribute education handouts to Clinicians at VNA Monthly Team Meeting or Hospice monthly staff meeting
3. If training requires a separate class outside of monthly team meetings
 - a. Four classes in Lawrence Office (one class each week of the month)
 - b. Two classes in Newburyport Office (one class every other week)
 - c. Two classes in Lowell Office (one class every other week)
 - d. Two classes in Seacoast Office (one class every other week)
 - e. Peabody Staff would attend one of the classes in Newburyport or other office
 - f. Two classes at Hospice House (one class every other week)
 - g. One Class at Hospice York, Maine
4. Implement Monitoring Plan

Month 3

1. Send out Q-Tip via MobileWyse and Microsoft Outlook
2. Place Q-Tip on Education Website
3. Information placed in Newsletter
4. Implement sustainability plan for education of new staff
5. If education was a separate class, will schedule 2 Make-up Classes in the Lawrence Office