

Faculty Checklist for Module 1

Timeline for development of Learning Collaborative

- Identify faculty who will be leading the Learning Collaborative. (4-5 months prior to LS 1)
- Create a flyer to alert sites about the Learning Collaborative, projected timeline and informational calls. Include fact sheet and links to additional information regarding the practice. (3- 4 months prior to LS1*)
- Schedule Informational Calls for prospective participants to respond to questions and outline expectations. The first call is focused on all organizations potentially interested. The second call is focused on those prepared to apply. (3 months prior to LS1)

Date and Time: _____

Date and Time: _____

- Modify NCCTS Intervention Change Package with consultation from the National Center to be used as a guiding framework for the Collaborative experience. The National Center can provide samples. (3 months prior to LS1)
- Identify schedule for 3 Learning Sessions over 12-18 months and possible locations. The 2nd session should be 3-4 months after the initial session and the third will be 6-7 months later. (3 months prior to LS 1 for inclusion in application)

1st Learning Session: _____

2nd Learning Session: _____

3rd Learning Session: _____

- Identify schedule for Pre-work Calls. Typically at least two calls will be held; one focused on Organizational Readiness and the second focused on preparation for 1st Learning Session. (3 months prior to LS 1 for inclusion in application)
- Create an application process. This process helps faculty understand who will be part of the Collaborative and ensures they understand the level of commitment to be involved in Collaborative experience. (3 months prior to LS1)
- Participate in screening of potential applicants and assess level of readiness. May include phone contact with applicants. (2 months prior to LS 1)
- Create an Acceptance Package including: acceptance letter, materials for orientation to the intervention, Organizational Readiness Assessment and preparation for LS 1. Materials can be posted on the intranet site designated for the Learning Collaborative. May include videos, audio presentations, articles, etc. (2 months prior to LS1)

Materials to utilize in Pre-work: _____

- Identify schedule for consultation calls during Action Periods. There should be at least one call per month with all participant sites. One call per month is recommended for supervisors also. One call every two months for senior leaders/administrators (2 months prior for inclusion in Acceptance Package)**

Date and Time: _____

Date and Time: _____

- Create evaluation package, including metrics to be used during the Collaborative. (2 months prior)**
- Conduct Pre-work Calls. (6 weeks prior to LS1)**
- Design Learning Session 1 utilizing highly interactive, skill focused activities. (1 month prior to LS1)**
- Prepare materials for Learning Session. (2 weeks prior to LS1)**
- Arrange for copying of materials for Learning Session. (1 week prior to LS 1)**
- Conduct Learning Session 1**
- Debrief following Learning Session 1 and consider evaluation feedback**
- Begin Action Period Activities.**
 - All Collaborative Calls**
 - Supervisor Calls**
 - Senior Leader Calls**
 - Metrics submitted and posted**
- Based on input from teams, faculty designs Learning Session 2. (3-4 months after LS 1)**
- Action Period Activities follow Learning Session 2.**
 - All calls from previous Action Period**
 - Posting of metrics**
 - Posting of improvements, sharing innovations and adaptations**

- Based on input from teams, faculty designs Learning Session 3.**
- Learning Session 3. (6-7 months after LS 2)**
- Overall evaluation and final report.**

***LS- Learning Session**