

Site Location:

Date:

Team:

Worksheet: Site Development

SITE ATTRIBUTE	CUE QUESTIONS	YES/NO/DETAILS
Describe the organizational structure and potential participating personnel.	Is there an executive administrative person who supports the purpose and setup of the program?	
	Is there an administrative person who will serve as routine contact to setup and maintain the program?	
	Does the site expect financial support and where will that come from?	
Identify a clinical champion who understands the clinical flow and can be available for the students.	Is the clinical person (champion) willing to be available to the students?	
	Is the clinical champion willing to provide limited supervision, i.e. not shadowing; students need touchpoints at check-in and the session end.	
	Is the clinical champion willing to engage with the other clinical staff and providers to help the students access enough patients?	
Identify the types of services the organization provides that would be consistent with the program goals and student service level.	Does the type of work at the site provide enough opportunities for patient contact for a team?	
	Are there <u>enough patients</u> on the day/time when students will be there to engage the students as a team?	
	Can you and the site collaborate identify work that allows the students to <u>work as a team</u> ? For example, pairs of students interacting with patients is optimal; pair members debrief with each other to offer feedback and then information/feedback is exchanged between pairs.	
	Can you and the site collaborate find work that <u>adds value</u> to the patients and the site? This requires students to collect data (counts). For example, early learners can do screening, care coordination, and education.	
Identify physical space for the students to meet and complete their team skills curriculum.	Is there a proximal, <u>consistent space</u> for the student team to meet work on team skills?	
Other considerations from your organization or the site collaborators.	What other questions do the site collaborators raise? What other examples might you provide to help generate project ideas?	