
Tools for Care Transition Improvement Team Roster

TASK Fill out the names and contact information of members of your care transition team* and construct a team roster and group e-mail to help the team communicate.

**You may identify only 3 or 4 key personnel at the outset but may draft others onto the team as additional team member needs become clear.*

Task assignment _____

Time line for forming team and calling first team meeting together _____

We recommend trying to enroll a range of personnel early, within 2–3 weeks

Care Transition Improvement Team Roster

Team leader (physician) Name _____ E-mail _____
Phone _____ Pager _____

Team leader (nonphysician) Name _____ E-mail _____
Phone _____ Pager _____
Team leader is often, but not always, a hospitalist.

Team facilitator Name _____ E-mail _____
Phone _____ Pager _____

Content expert Name _____ E-mail _____
Phone _____ Pager _____
Local expert with expertise in the management of care transitions.

Hospitalist 2 Name _____ E-mail _____
Phone _____ Pager _____

AHP — PA or NP Name _____ E-mail _____
Phone _____ Pager _____

PCP Name _____ E-mail _____
Phone _____ Pager _____

Home care Name _____ E-mail _____
Phone _____ Pager _____

Subacute Name _____ E-mail _____

physicians	Phone _____	Pager _____
Data analyst	Name _____	E-mail _____
	Phone _____	Pager _____
Nurse supervisor	Name _____	E-mail _____
	Phone _____	Pager _____
Nurse	Name _____	E-mail _____
	Phone _____	Pager _____
Social worker	Name _____	E-mail _____
	Phone _____	Pager _____
Nutrition/dietary	Name _____	E-mail _____
	Phone _____	Pager _____
Case manager	Name _____	E-mail _____
	Phone _____	Pager _____
ED personnel	Name _____	E-mail _____
	Phone _____	Pager _____
Patient representative	Name _____	E-mail _____
	Phone _____	Pager _____
Health information	Name _____	E-mail _____
	Phone _____	Pager _____

Your team roster may vary from this, and you should be flexible as you address different aspects of achieving optimal management of the hospital discharge transition. Typically, the larger the team, the harder it can be to move forward and ensure accountability. Thus, a core group of 4 to 8 people should drive the process with involvement of others on an as-needed basis. Regardless, senior administration buy-in and support is essential to successful implementation of quality improvement efforts and sustaining change.