

Member

Role

Responsibilities

Executive Sponsor

Link between project team and system leadership

- Reports progress to leadership
- Assures project alignment with system strategic aims
- Facilitates availability of needed resources
- Reduces or eliminates system barriers to project success

Team Lead

Provides vision and leadership; motivates and recognizes team members

- Leads the project, from initiation through completion and a plan for sustainability and scalability
- Leads team meetings
- Assures effective communication among team members and with external stakeholders
- Commends team members for accomplishments and contributions
- Identifies barriers to be overcome
- Recognizes need for project adaptation as necessary
- Reports progress to executive sponsor and other leaders both formally and informally
- Leads efforts to evaluate both processes and outcomes of the initiative
- Provides direction regarding publication and dissemination of results

Project Manager

Provides administrative management to ensure adherence to plan

- Initiates request for IRB approval or exemption, if applicable
- Coordinates and schedules team meetings and celebrations of success
- Maintains project plan and timeline
- Maintains project notes and follows up with appropriate team members regarding action items
- Maintains list of accomplishments, barriers, and lessons learned
- Communicates status updates
- Takes responsibility for administrative tasks

IT Lead

Link between project team and IT department

- Explains system and resource capabilities and limitations
- Leads data collection, analysis and reporting efforts
- Identifies systems IT barriers and suggests/implements solutions

Clinical Lead

Clinician with clinical expertise regarding AF

- Defines appropriate and achievable interventions and outcomes measures
- Assists with data analysis and interpretation
- Communicates with and motivates other clinicians to participate and improve
- Communicates with Executive Sponsor and leadership regarding progress and challenges

Data Analyst

Supports data collection, analysis, and reporting

- Prepares data reports
- Supports data analysis

Clinical Representatives

Link between team and related clinical departments

- Contributes to regular meeting and communications regarding initiative design, development, implementation and evaluation
- Communicates progress and outcomes to related clinical departments

Patient Advocate

Provides patient perspective

- Reviews initiative design and plans
- Provides input regarding patient perspective, as appropriate