

Worksheet 4: Define Team Member Roles and Responsibilities

Leadership Team:

- Identify need for the project
- Provide administrative support for the project
- Identify key members of management team
- Market the project
- Vendor contracting and relations
- Define and evaluate success

Management Team:

- Responsible for day-to-day operations
- Identify team members and roles
- Implement program
- Provide ongoing support to team members
- Evaluate program continuously

Advisory Team:

- Identify need for the project
- Partner with the patient and evaluate patient satisfaction with program
- Participate with program implementation and evaluation