

WORKSHEET 4:**Define Team Member Roles and Responsibilities**

The following lists include some examples of roles and responsibilities for team members. You should develop your own list of roles and responsibilities.

**LEADERSHIP TEAM**

- Identify need for the program
- Develop a business plan
- Provide administrative support for the program
- Identify key members of management team
- Market the program
- Define outcomes to measure 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 program
- Partner with the patient and evaluate patient satisfaction with program
- Support program implementation and evaluation