

	Action	Responsibility	Done?	Comments
<i>Every Month</i>				
	Schedule Room (2 hour block)	_____		Group date: _____ at _____
	Assign Roles Provider: _____ RNs/MAs: _____ BHC: _____ Presenter?: _____	Team		
	Recruitment Send Letter Make phone calls	Team _____		
	Team meeting (30 minutes or less) Review agenda and roles, attendees	Team		Date: _____
	Assemble patient folders (Pain Tracker, handouts)	_____		
<i>One week before</i>				
	Create roster of attendees and sign-in sheet	_____		
	Review charts for potential immediate needs	RN/MA		
	Call attendees to remind them of their appointment	Admin		
<i>Day of Visit</i>				
	Set up room	_____		
	Materials to room (Patient folders, vitals equipment - BP cuffs, stethoscopes)	_____		
	Check-in/Vitals/Provider visit	Provider + RN/MA		
	Presentation (Timekeeper: _____) Welcome/Consent/Group Rules: _____ Ice breaker: _____ Topic discussion: _____ Review/Wrap-up/Next meeting time: _____	Team		
	Debrief after visit - What went well? What needs to change?	Team		