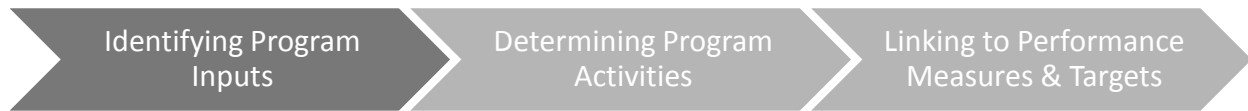# SAMPLE Determining Program Elements Template (STEP 3)

By now the needs of your target population should have been assessed and goals and objectives specified. The time has come to determine what program activities should be implemented and the resources required for implementation. This is where your program takes shape. It builds upon previous decisions about what you want to accomplish, and asks you to decide how you will achieve your objectives.

Program Inputs	Key Questions to Consider
1. COPD Education program – .06 RN FTE for 3 hrs/session (.0001 FTE x 6 sessions x 6 per year). Clerical staff @ X FTE. Program session to be delivered at the FHT's main office by FHT Staff trained or in process of becoming Certified Respiratory Educators (CREs). Training for FHT staff to become CRE Staff (RN/Clerical?) will identify patients from the EMR who are eligible and include an alert on the patient's file for providers to offer the opportunity to participate in the 6-week session. As appropriate and where available Respiratory Therapists, Pharmacists, Physiotherapist, Lung Association will be included in delivery of the program.	1. How much time/effort/resources will be required? (money, facilities, clients, program staff, equipment, etc.) 2. Do you have the staff with appropriate credentials and experience, and commitment to the program? 3. What are the roles, responsibilities, and expectations of staff delivering the program? 4. Are there other stakeholder who should be involved in the program? 5. Are there opportunities for collaboration?

Program Activities	Key Question to Consider
Patient COPD Education Sessions 6 week educational sessions (every 2 months) at the FHT main site for patients and families on self-management of COPD including the following topics: 1. Medication management 2. Proper inhalation technique 3. COPD triggers and how to manage them 4. Exercise 5. Healthy eating 6. Smoking cessation 7. Immunizations (pneumonia, flu)	1. What activities, interventions or work will achieve the desired objective(s)? 2. When and where will the program be delivered?

SAMPLE Determining Program Elements Template (STEP 3)

Linking to Performance Measures & Targets	Key Question to Consider
1. % of patients who had no inhaler technique errors after a 6 week educational session session on the correct use of inhalers 2. xx% of patients will show increased Knowledge survey scores on COPD knowledge test after 6 week COPD educational session. 3. xx% of COPD participants in educational sessions will show decreased ED visits by end of fiscal year 4. xx% of COPD patients who smoke will be referred to smoking cessation by end of fiscal year. 5. xx% increase in number of COPD smokers who have attended smoking cessation with a documented Quit Date by Dec 201X	1. What meaningful metrics will you use to monitor the success of the program? 2. Do you have access to the information needed to measure the objectives? 3. Have you identified: - what you will measure? - where the data is available? - any limitations on accessibility? - concerns about reliability? - any concerns about validity? 4. What is the target you are trying to achieve? Is this based on historical or outside data sources?

BUILD A LOGIC MODEL

LOGIC MODEL							
Program Description	Target Population	SMART Objectives	Resources / Inputs	Activities	Outputs	Outcomes	Impact / Goals