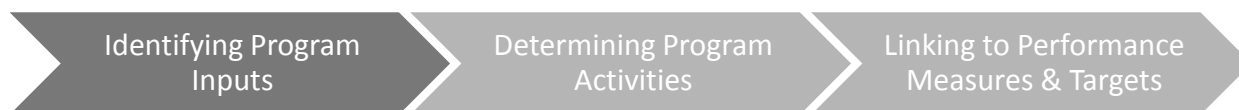


SAMPLE Determining Program Elements Template (STEP 3)



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
<p>One administrative staff and one RN will be required Two rooms will be designated for the influenza clinic Every Monday and Tuesday will have designated flu clinics with designated staff Flu clinics will be held for two months dependant on the availability of vaccine</p>	<ol style="list-style-type: none"> 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
<p>Flu clinics will be advertised on in clinic monitors Reception staff will contact patients to arrange appointments for influenza clinics The FHT will partner with the local pharmacy to vaccinate FHT patients Patients who are vaccinated at Pharmacy will be asked to notify the FHT that they have received influenza vaccinations Administrative staff /RN will add vaccination status in the EMR Every Monday and Tuesday will have designated flu clinics with designated staff</p>	<ol style="list-style-type: none"> 1. What activities, interventions or work will achieve the desired objective(s)? 2. When and where will the program be delivered?
Linking to Performance Measures & Targets	Key Question to Consider
<p>Outcome Indicator</p> <p>70% of FHT patients will be vaccinated for influenza annually.</p> <p>Data – comprised of a number of Process Indicators</p> <p>Number of FHT patients will be extracted from the EMR for the fiscal year</p>	<ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> - what you will measure? - where the data is available? - any limitations on accessibility? - concerns about reliability? - any concerns about validity?

SAMPLE Determining Program Elements Template (STEP 3)

Number of FHT patients who have received an influenza immunization for the fiscal year in the FHT from the FHT

Number of FHT patients who have received an influenza immunization outside the FHT that have been recorded in the EMR

This target will be increased by 5% year after year once initial target has been reached

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