

Opioid Stewardship Collaborative Team Guidelines

Teams should consist of at least three professionals who will actively participate in phone conferences with mentors and the collaborative. Over the course of the collaborative and beyond, the collaborative working team will work within their organizations to develop, implement and measure the opioid stewardship plan. This will require regular meetings within the collaborative working team as well as with key teams within the organization who will be essential to implementation.

Teams should consider the following guidelines:

- The participants should be able to dedicate the time required to develop and implement the stewardship plan over the course of 12 months.
- The participants should have cross-functional visibility to drive alignment across the delivery system as well as with leadership.
- The participants should represent distinct stakeholder groups within the delivery system. Teams essential to implementation should be represented (e.g., medical staff, nursing staff, operations, IT, finance).
- The involvement of medical students, trainees, young faculty and patient advocates is encouraged.

Responsibilities of Collaborative Working Team

- Identify area of opioid stewardship to address and establish goal for initiative
- Develop project plan with timelines and resource requirements, complete program templates provided by the AHA
- Establish buy-in with delivery system leadership and provide regular updates
- Lead implementation within delivery system, tracking progress and measuring impact
- Work with mentor to improve plan and overcome hurdles
- Interact with collaborative peers on best practices and lessons learned
- Attend and participate in educational webinars
- Complete end of program survey

Time estimates: 6-7 hours per month for team lead, 3-4 hours per month for team members with fluctuations depending on roles.