**Improving Pre-hospital Care Coordination by Implementing SAFR in [Jurisdiction]**

**Kickoff [Date]**

**Purpose**:

Ensure SAFR success: paramedics have access to HIE clinical information en-route; ED staff see pre-hospital clinical data in real-time; billing improvements

Review, roles, responsibilities, timelines, with Q&A

1. Introductions 1:00 – 1:10
2. Brief overview of SAFR – common baseline 1:10 – 1:20
3. What does success look like? 1:20 – 1:25
4. High-level project plan with Q&A 1:25 – 1:35
5. Roles and Responsibilities 1:35 – 1:45
   1. Subject Matter Experts
   2. Remove obstacles
   3. Escalation, if needed
   4. Team
      1. [Hospital Name]
      2. [LEMSA Name and/or Agency Name]
      3. [ePCR Name]
      4. [HIE]
6. Set up weekly meetings and status reports 1:45 – 1:50
   1. Every [Wednesday at 1pm]
   2. Status/minutes from previous meeting 1 day before
   3. Whole Team invited
   4. Agenda
      1. Project status – first 15 minutes
      2. Address topics in detail
      3. Assign Action Items

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| **Role** | **Team Member** | **Title** | **Responsibility**  **(everyone is responsible for success)** |
| **[Hospital]** | | | |
| Executive Sponsor |  |  | Overall success of the project and assist with organizational obstacles. |
| Clinical Champion |  |  | Clinical guidance; remove obstacles; user |
| Project Manager |  |  | Manage hospital project tasks; work with other project managers to maintain project timelines |
| Technical |  |  | Completion of interfaces; liaison with networking group (VPN, ports, certs) and Clin Doc/ASAP. Works with [entity/LEMSA/Agency] and HIE technical resources. |
| Application Setup |  |  | Flowsheet setup and final testing. [for Epic this is usually the ASAP team] |
| End-user Training |  |  | Documentation development; train end-users. [for Epic, this is usually the ASAP team] |
| Optional: hospital internal project team | TBD |  |  |

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| **HIE (health information exchange)** | | | |
| Executive Sponsor |  |  | Overall success of the project and assist with obstacles. |
| Project Manager |  | Project Manager | Manage HIE project tasks; work with hospital and agency to maintain project timelines; liaison with ePCR project management |
| Technical |  | Senior Developer | Setup and testing of interfaces and connectivity. |
| Optional: Technical Assistance |  | Consultant. | Assists HIE and hospital on interfaces |
| Maintain up-time |  | Production Operations Manager | Setup monitoring of interfaces et al for post Live. |
|  |  |  |  |
| **ePCR** | | | |
| Project Manager |  | Project Manager | Manage setup tasks (destination hospital, interface testing…) |
|  |  |  |  |
| **Assists** | | | |
| Hospitals that have already implemented SAFR |  | Physician, ED Manager, Trainer |  |
| Possibly local EMSA |  | e.g. EMS Documentation & Data Analysis Coordinator | Paramedic expertise re documentation policy and procedures et al. |