



Start-Up Checklist for Site Leaders

Activities for March-May	Completed
Contracting between health system and Brandeis University - Brandeis legal to prepare the documents	
Submit IRB proposal for approval - Brandeis to share its IRB proposal, already approved	
Identify two clinical units to participate in the project <ul style="list-style-type: none"> ● identify 2-3 interdisciplinary leaders in each clinical unit to form the unit's leadership team ● identify a QI team in each unit that has or will have an improvement project of interest 	
Notify/Engage QI, DEI and IPE leaders - and senior leadership of your health system - about the project	
Provide contact names to Brandeis team to set up interviews with clinical unit leaders	
Provide contact names to Brandeis team to set up interviews with QI, DEI and IPE leaders	
Identify 2-3 internal coaches with QI, DEI and/or IPE expertise	
Work with Brandeis team, coaches and clinical unit leaders to schedule Workshop 1 for June or July	
Activities for June-August	
Participate in Workshop 1	
Work with Brandeis team, coaches and clinical unit leaders to schedule all activities for the Fall	