

Readiness Assessment



Process and Deliverables:

GPTRAC personnel will come on-site to (company name) to conduct the initial conversations that will constitute the foundation for the assessment document. During this visit (company) will provide:

1. Facility tour
2. Adequate opportunity to visit directly with organizational leadership (directors, department heads, IT personnel, other administrative leaders)
3. Adequate opportunity to visit with providers

Issues that will be discussed include:

1. Organizational mission and strategic goals
2. Organizational structure and current partnerships
3. Current IT infrastructure, connectivity picture, and future plans
4. Current outreach being provided into the organization from other communities
5. Current outreach being provided out to other communities
6. Interest in additional outreach services
7. Current referral patterns (facilities and specialists)
8. Education needs, both hospital staff- and provider-focused
9. Organizational management needs (multi-site campus, etc.)
10. Telehealth services provided (current and past), if any
11. Potential equipment and space needed to address interests
12. Overall project goals and objectives

Following the on-site visit, the GPTRAC will develop a report that highlights the topics discussed, the role that telehealth can play in the organization. and will provide a recommendation for “next steps” in the development and implementation of telehealth services. This report will be completed and provided back to the company under this schedule (barring any delays):

1. Initial draft of the issues discussion due for review to (company) not later than two weeks following the site visit.
2. Draft review, and associated comments/corrections, due back to the GPTRAC not later than two weeks of receipt.
3. Final issue summary and project recommendations will be provided to (company) not later than three-weeks from receipt of response from initial draft review.
4. The receipt of the final version of this report constitutes the completion of this contract.

GPTRAC welcomes the opportunity to provide further assistance with regards to project implementation (i.e. budgetary impact, equipment review, internal marketing and education) and other needs of the (company). These tasks would require discussion outside of this contract.

Response Form:

1. What are the organizational mission and strategic goals?

2. Describe the organization's structure.
 - a. Describe any current partnerships

3. What is your current IT infrastructure/bandwidth?
 - a. Does another organization provide your network hardware/software support?

 - b. Are there any future plans that will change the current structure?

4. What outreach services are being provided into the organization from other communities?

5. Are there any outreach services being provided out to other communities by this facility?

6. Is there any interest in expanding to add/provide additional outreach services?
 - a. If so, in which areas?

7. Describe the current referral patterns:
 - a. Tertiary Facilities

 - b. Specialists

8. What kinds of education services do you current access, both hospital staff- and provider-focused and from where?
 - a. If cost wasn't a limiter, what kinds of educational offerings would you like to have access to?

9. Are there any organizational management needs (multi-site campus, etc.) that you would like to be able to address?
 - a. What is the culture for "change" in general?

10. What are the overall telehealth project goals and objectives?

11. Discuss potential equipment and space needed to address interests identified above.

12. Has your organization ever had telehealth services provided?
 - a. What were/are they?

 - b. If they are not being provided now, why did they stop?