BRITISH COLUMBIA
CENTRE *for* EXCELLENCE
in HIV/AIDS

Vancouver
CoastalHealth
Promoting wellness. Ensuring care.

BOOST COLLABORATIVE TEAM CHECKLIST

Familiarize yourself with the BOOST Collaborative website

Review the BOOST Collaborative Project Charter

Finalize your improvement team and day-to-day leader (key contact)

Identify a client advisor or peer to participate on your team

Assign clear roles and responsibilities

Share the Model for Improvement with your entire clinic/team

ICYMI: watch the Preparation Webinar and Measurement Webinar

Register online for upcoming events

Continue rapid Plan-Do-Study-Act cycles (as many as you can!)

Complete and submit your monthly Excel and Narrative Reports

Use the listerv!

Ask for help if you need it

Tips

- The Collaborative website is: www.stophivaids.ca/oud-collaborative
- All resources can be found on the website under *Tools & Resources*
  - The Project Charter, Guide to Measurement and Change Package can all be found under **Technical Documents**
  - The Excel and Narrative Reporting tools can be found under **Reporting Tools**- submit monthly reports to boostcollaborative@cfenet.ubc.ca the **last Thursday of every month**
  - The Webinars can be viewed at: http://stophivaids.ca/boost-webinar-recordings/
  - Register for BOOST Events: http://stophivaids.ca/events/
- Model for improvement: http://www.ihi.org/resources/Pages/HowtoImprove/default.aspx
- A listserv is an electronic mailing list that provides a convenient method of disseminating information to or soliciting information from Collaborative participants.
  - Please use the listserv to send information you think everyone can benefit from. Our listserv is boostcollaborative@stophicaids.bc.ca
- Email the Collaborative leads if you need support: boostcollaborative@cfenet.ubc.ca or lbeamish@cfenet.ubc.ca