



*Please complete the following form, print and scan to your site lead by February 12, 2021:*

<b>CGMH</b> Alex Hall <a href="mailto:Halla@cgmh.on.ca">Halla@cgmh.on.ca</a>	<b>GBGH</b> Kaitlyn McCague, <a href="mailto:McCagueK@gbgh.on.ca">McCagueK@gbgh.on.ca</a>	<b>HHCC</b> Maria Watling <a href="mailto:mwatling@headwatershealth.ca">mwatling@headwatershealth.ca</a>	<b>RVH</b> Pam Newlove <a href="mailto:newlovep@rvh.on.ca">newlovep@rvh.on.ca</a>
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*Please refer to the icon legend above to determine what activities and sections apply to your unit/department.*

Engage Playbook Manager checklist						
Organization:		CGMH <input type="checkbox"/>	GBGH <input type="checkbox"/>	HHCC <input type="checkbox"/>	RVH <input type="checkbox"/>	
Date:	Name:	Unit/Department:				
Activity Checklist:		Yes	No	Comment		
	Huddled with my team on the following CARE4 topics: <ul style="list-style-type: none"><li><a href="#">Training</a></li><li><a href="#">Superuser recruitment</a> (complete before December 8, 2020)</li><li><a href="#">Standardization</a></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>			
	Connected with my CARE4 Coach (contact information below)	<input type="checkbox"/>	<input type="checkbox"/>			
	Discussed Capacity Planning with CARE4 coach and brainstormed ideas	<input type="checkbox"/>	<input type="checkbox"/>			
	Scheduled and completed <a href="#">Clean-Up Day</a>	<input type="checkbox"/>	<input type="checkbox"/>			
	Circulated the <a href="#">Change Management Employee Readiness survey</a> to staff and providers <b>due February 12 2021</b>	<input type="checkbox"/>	<input type="checkbox"/>			
	Completed the <a href="#">Change Management Leadership survey</a> <b>due February 12, 2021</b>	<input type="checkbox"/>	<input type="checkbox"/>			
	Attended <a href="#">CARE4 Virtual office Hours</a>	<input type="checkbox"/>	<input type="checkbox"/>			
	Printed and posted the <a href="#">MEDITECH acronym list</a> for staff	<input type="checkbox"/>	<input type="checkbox"/>			
Questions regarding CARE4 project or playbooks?						
Signed: _____						
<b>CARE4 Coaching Team</b>						
Coaches can assist you in completing Playbook activities. Please connect with your site's coach(es) if you have any questions or concerns.						
Emma Buckingham		<a href="mailto:buckingham@rvh.on.ca">buckingham@rvh.on.ca</a>		CGMH and RVH		
Michael Jeffreys		<a href="mailto:jeffreysm@rvh.on.ca">jeffreysm@rvh.on.ca</a>		GBGH and RVH		
Val Smith		<a href="mailto:smithv@rvh.on.ca">smithv@rvh.on.ca</a>		HHCC		