

Scope of Work Document Example

Sample Scope of Work Between Local Public Health Agency and Community Clinic

I. **Project Description:** Clinic is participating in systems change efforts to increase colorectal cancer screening rates among the clinic's population.

Project Name: Colorectal Cancer (CRC) Infrastructure Building Project

Project Term: Oct. 1, 2013-June 30, 2014

Goal 1: Assess current colorectal screening rates at clinic.

Goal 2: Train clinic staff on health policy, systems, and environmental changes with the focus on preventive screening services.

Goal 3: Establish internal policies and procedures to provide appropriate, timely and quality comprehensive colorectal cancer screening services.

II. Performance Requirements & Deliverables:

Primary Task 1.0: By DATE (ex: Oct. 30, 2013), complete a baseline assessment to assess current CRC screening rates.		
Sub-task	Key Deliverable Deadline	Agency Responsible
A site visit and chart audit will be conducted.	Oct. 30, 2013	Clinic AND/OR Chart Audit Consultant
Results will be shared and discussed to define priorities for policy development.	Nov. 14, 2013	Clinic, Chart Audit Consultant and LPHA
Primary Task 2.0: By January 31, 2013, establish an office policy to guide clinic staff on appropriate and timely colorectal cancer screening.		

Sub-task	Key Deliverable Deadline	Agency Responsible
Review current policies on CRC screening.	Dec. 1, 2013	Clinic
Utilize the NCCRT Physician's Toolbox when developing a comprehensive cancer screening clinic policy.	Jan. 31, 2014: Policy sent to LPHA for review and recommendations.	Clinic
Staff members participate in training on new policy.	Feb. 28, 2014	Clinic & LPHA
Communicate and track challenge and successes of clinic policy development by participating in monthly check-in calls with LPHA.	Ongoing	Clinic & LPHA
Primary Task 3.0: By April 30, 2014, tracking and reminder systems will be established for CRC screening services.		
Sub-task	Key Deliverable Deadline	Agency Responsible
Develop client reminder tools for CRC screening	April 30, 2014: Client reminder tools (such as phone scripts, reminder postcards, etc) will be developed and provided to LPHA.	Clinic
Develop clinic tracking tools	April 30, 2014: Clinic tracking tools (such as spreadsheets, EHR tools) will be developed	Clinic

	and provided to LPHA.	
Primary Task 4.0: By June 30, 2014, perform a re-assessment of screening rates.		
Sub-task	Key Deliverable Deadline	Agency Responsible
A site visit and chart audit/EHR review will be conducted.	June 30, 2014: Site visit and chart audit completed and resulted shared	Clinic and/or chart audit consultant