

Stage 1 - Step 3

Worksheet: Implementation Team Role Assignments

Purpose: Assign roles and responsibilities to implementation team members for the purpose of carrying out tasks associated with ACE screening implementation. The implementation team will carry out tasks related to the various phases of implementing and sustaining ACE screening and toxic stress treatment (e.g., planning, launching, monitoring and adapting, scaling, and sustaining). The team composition may shift over time, which may mean that role assignments also shift.

Instructions: Fill in the name and job title of each person on the implementation team. The roles and responsibilities that are listed are suggestions. These should be reviewed and edited as a team so that there is a shared understanding and agreement around who will carry out key responsibilities.

While it is ideal to have implementation team members who can fulfill all of these roles and responsibilities, you can start with whatever team members you have. To continue to grow your team, use the outreach plan worksheet.

| Role | Responsibilities | Name / Title |
|--------------------------------------|---|--------------|
| Project Lead/ Team Leader | Sets the meeting agenda and leads/facilitates meetings to ensure all voices are heard; ensures group agreements are held. Manages the work plan, assigns action items to responsible parties, and sets timelines; reports progress to leadership, other stakeholders. | |
| Administrative Person | Takes notes on the main points discussed and shares notes with the team; schedules meetings. Documents action items including responsible party and timeline. | |
| Subject Matter Experts | Provides knowledge about the science of ACEs and toxic stress, and insights to help answer and solve clinical, administrative, IT, data, finance, and trauma-informed care questions and challenges. | |
| Communicator | Reports team progress to leadership and other stakeholders and ensures clear communications about ACE screening across the organization. | |
| Quality improvement Lead | Analyzes the data generated in quality improvement/Plan-Do-Study-Act cycles to make observations and suggests incremental improvements. | |