APPLAUD Team Worksheet #1:
Project Charter

Team/Clinic Name: _____

Team Leader: _____

WHAT ARE WE TRYING TO ACCOMPLISH?

Background *(Provide 1-2 sentences on why this is important in our clinic or our community)*

Goal *(Check all that apply and/or add your own)*

☐ Increase engagement with patients in conversations about AUD
☐ Increase number of patients educated and referred to additional supports (counselling, etc.)
☐ Increase prescribing of AUD medications
☐ Increase the adoption of a 3-step patient pathway for alcohol use disorder
☐

Describe anything else that matters to you

Scope *(What patient populations will be included/excluded? What resources do we have? Who is involved?)*

HOW WILL WE KNOW A CHANGE IS AN IMPROVEMENT?

Measures *(Check all that apply, and/or add your own)*

☐ M1: Number of patients screened for AUD
☐ M2: Number of conversations with patients about alcohol
 M3: Number of patients connected with supports

M4: Number of AUD medications prescriptions
M5: Number of drinks per week
M6: Patient satisfaction

Describe the goal of each measure

WHAT CHANGES CAN WE MAKE THAT WILL RESULT IN IMPROVEMENT?

Changes to Try (*Check all that apply and/or add your own*)

- ☐ Role-play using Script #1 with staff
- ☐ "Ask about alcohol" with three patients by Tuesday, April 9
- ☐ Use the single alcohol screening question with two patients
- ☐ Prescribe one medication with one patient
- ☐ Refer one patient to counselling or other supports

Describe how you plan to try out the change(s)

HOW WILL WE MANAGE THE IMPROVEMENT PROJECT?

Ground Rules

- Commit to team goals

- All perspectives are valued

Team Member Roles & Responsibilities

Team Leader Role: *Organize team huddles, attend Learning Sessions, communicate/engage with partners, and keep team on track*

Team Member Role*: Attend weekly team huddles (as scheduled below) and APPLAUD Learning Sessions, test changes, collect data, update documentation*

KEY DATES & SCHEDULE

Event	Schedule
Team Huddles	Weekly on _____
Learning Session #1	Wednesday, Apr 3, 2024 @ 0800 – 0930
Group Check-In (Optional, All Participants)	Wednesday, Apr 17, 2024 @ 0800 – 900
Learning Session #2	Wednesday, May 8, 2024 @ 0800 – 930
1:1 Team Coaching	Teams to schedule for 1 hour in May, TBD
Learning Session #3	Wednesday, June 12, 2024 @ 0800 – 930
1:1 Team Coaching	Teams to schedule for 1 hour in June, TBD
Learning Session #4	Wednesday, July 17 @ 0800 – 930