

Communications Plan

Organization:	Southern Health Sante Sud
Facility:	Regional Home Care
Project:	Care Plan Process and Format

Questions and Answers

	What questions do you think staff are going to ask?	Craft your response to those questions
1	What is the purpose of this?	To collect data on how everyone formats the Care Plans
2	How will this change anything?	It will give the team information about the average lengths of care plans and will show inefficiencies.
3	Why do I have to change how I create my care plans?	To provide consistency across the program and ensure HCAs can understand care plans and read them efficiently.
4	Why can't I give my RC a task letter her know about a new client?	It can be a waste of time for the RC if she starts to plan the care and then the Care Plan changes ++ times before discharge.
5	It is going to take longer for care to get in the home!	No it should take less time as the RC will not be wasting time on Care Plans that are not ready or maybe not even needed in the end.
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Questions and Answers		
	What questions do you think staff are going to ask?	Craft your response to those questions
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11		
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Communications Plan

Region/Agency:	
Facility:	
Project:	

Who do we need to communicate our message to?	✓	How will we communicate this message?	Completion Date	Person Responsible
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
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		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		