

Communications Plan

Organization:	Southern Health
Facility:	Rest Haven Nursing Home
Project:	Respite Restructurers

Questions and Answers		
	What questions do you think staff are going to ask?	Craft your response to those questions
1	Why is respite use so low?	Various reasons including cost, and effect of respite on family and client.
2	Can we just get rid of the respite bed?	We need to have sound evidence and justification that this resource is not useful for the clients that we are trying to serve. When it is needed it is greatly appreciated.
3	Will it confuse the clients to move from hospital to care home?	Yes there will be some confusion therefore there needs to be careful decision to who is transferred or not.
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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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Facility:	Rest Haven Nursing Home
Project:	Respite Restructures

Who do we need to communicate our message to?	✓	How will we communicate this message?	Completion Date	Person Responsible
Home care Staff	x	Email	Dec 15 2014	Lorraine Friesen
		Phone Call		
	x	Meeting	Jan 15, 2014	Tannis and Don
		Memo		
	x	Quality Board	Dec 2014	Tannis
Home care respite scheduler	x	Email	Dec 2014	Lorraine
	x	Phone Call	Dec 2014	Lorraine
		Meeting		
		Memo		
		Quality Board		
Bethesda Hospital discharge coordinator	x	Email		Lorraine or Tannis
	x	Phone Call		Lorraine or Tannis
		Meeting		
		Memo		
		Quality Board		
Sponsor	x	Email	Dec 2014	Tannis
		Phone Call		
	x	Meeting	Dec 3, 2014	Tannis and team
		Memo		
	x	Quality Board	Dec 2014	Tannis
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		