MEMORANDUM

Date: ________________, 2013

To: Rebecca Swift, Iowa Coverdell Stroke Project Coordinator

From: Please enter Executive Leader Name

Re: Commitment Letter to Participate in the Iowa Coverdell Stroke Project (Coverdell Project)

I have received the information you provided about the Coverdell Project and am supportive of the unique opportunity for Primary Stroke Center’s (PSC’s), Stroke Capable Hospitals and Emergency Medical Service (EMS) Units to collaborate to improve triage, treatment and outcomes for stroke patients through teambuilding and the implementation of quality improvement tools. I understand there is no charge for hospital/EMS teams to participate in this Center for Disease Control funded initiative, which is under the coordination of the Iowa Department of Public Health, and conducted in partnership with the Iowa Healthcare Collaborative and the University of Iowa College of Public Health (hereafter referred to as the State Team).

My organization would like to be included as a participant in this collaborative project (through June 2015). I understand that work of this nature will not be successful without dedicated effort and resources. As an executive leader in my organization I commit to meeting with my Coverdell Stroke Action Team or assigning a member of my staff to do so at least monthly to review progress and barriers and to ensure my participating team members comply with Coverdell requirements. These include:

- Assembling a multidisciplinary team including the Stroke Coordinator, who may serve as the project team leader, a physician champion, nurse champions from Stroke Capable Hospitals and other frontline care providers in the stroke care setting in partnership with local EMS providers. Other leaders including managers, quality and safety officers, and abstractionists will be encouraged to participate. These efforts need to be led by stroke practitioners and supported by hospital and EMS leadership;
- Encourage Coverdell teams to dedicate time each week for the stroke coordinator, participating Stroke Capable trauma coordinators/ED nurse managers, participating EMS service or medical directors (or designees), and quality care reviewer(s) to lead these efforts;
- Participate in seven weekly orientation webinars;
- Participate in monthly content and coaching conference webinars for the remainder of the project;
- Attend two day long face-to-face learning sessions which will be held in February and May 2014 as well as sessions held in 2015 (to be determined);
- Participate in the Iowa Stroke Registry (ISR) and comply with data collection and submission requirements;
- Learn and implement relevant tools provided by the state team; and
- Hold regular safety meetings to review stroke outcome and teamwork and communication data.

The benefit of a collaborative is the sharing of information, best practices, tools, etc. among teams. I will encourage my organization’s participating team members to share lessons with one another and throughout the state collaborative.

**Data Collection**

I understand that the timely and accurate submission of data is critical to the success of this initiative. Each organization involved in the Stroke Action Team will submit the data elements outlined according to the ISR, which is maintained by the University of Iowa College of Public Health.

Data reports are available in the ISR for each team to monitor progress and to inform performance improvement. Aggregated outcome data will be shared among the Stoke Action Team participants, the State Coverdell Team and the project funder, CDC.

Please complete and return the information requested on the following page.
Iowa Coverdell Stroke Project – Stroke Action Team Commitment Form

Organization Name:

Address:

City:

State:

Zip Code:

Coverdell Stroke Action Team Leader Name:

Title:

Email Address:

Phone Number:

Sincerely,

Typed or printed Name of Authorized Executive

________________________________________
Signature of Authorized Executive

PLEASE RETURN to Rebecca Swift, IA Dept. of Public Health

at rebecca.swift@idph.iowa.gov or FAX: 515.281.0488.