PMH assessment events - roadmap

06

The Assessment

.PSP sends letter one day before event to set expectations .Survey is sent via Comet the morning of the event

> TIP: make sure PSP contact info (Comet) matches

Event Prep

05

.Confirm attendance #'s with venue .Design & print agendas, evaluation forms, PMH graphic & discussion questions .Sessional forms

80

Follow up

.Send thank you letters - 1 week after .Draft up ideas for project to present to board .Submit sessional forms .Pay bills .Thank venues & caterers

.Design invitations .Send PMH assessment letter

04

from Divisions .Send 3 weeks prior to event with personal letters encouraging attendance

Participants

01

Analyze, Study

02

Team Structure

.Identify opportunities

.Identify a physician

champion in each

partner w/PSP

community

within staff, define roles,

Develop an understanding of PMH & associated language

Logistics

03

.Coordinate date/times with champion .Book venue, choose the menu .Confirm the wifi details

Divisions (invites)



merchandise .Facilitate meeting & discussion