



Sample Work Plan

Steps	Lead	Date Scheduled	Date Performed
1. Launch of project to implement routine testing			
Introduction to CDC Guidelines, rationale for routine testing, permission to cnt.			
Agreement on key work plan deliverables			
Identification of project team			
Assembly of project team			
Analysis of fiscal feasibility/impact			
Creation of work plan			
Creation of evaluation plan			
Completion of baseline assessment for evaluation plan			
Decision about roll-out strategy (phases? unit? patient group?)			
Decision about which staff will offer testing/obtain consent			
2. Preparations for reimbursement			
Examine reimbursement for HIV tests done outside of CA CTS Model. Identify needed changes.			
Identify ICD-9 and CPT Codes accepted for HIV routine testing			
Create pocket cards for reimbursement codes			
3. Revision of policies and procedures			
Identification of type of HIV test to use (rapid v. conventional)			
Creation of patient & specimen flow template			
Assessment of laboratory procedures, identification of needed revisions			
Gain buy-in from laboratory staff			
Assessment of clinic testing procedures (including consent), identification of needed revisions			
Assessment of patient education materials, identification of needed revisions/updates			
Assessment of HIV testing documentation procedures, identification of needed revision			
Revision of laboratory procedures			
Revision of clinic testing procedures			
Revision of patient education materials			

Steps	Lead	Date Scheduled	Date Performed
4. Revision of test result delivery			
Assessment of current procedure for test result delivery, identification of needed revisions			
Assessment of referral processes, identification of needed revisions			
Revision of test result delivery process			
Revision of referral process			
5. Incorporation of staff feedback			
Provide open comment period on new policies, procedures, and materials to staff			
Revise materials as necessary and appropriate			
6. Delivery of staff training			
Meeting with staff to assess buy-in, identify possible obstacles, needed training			
Identify needed training			
Creation of scripts for offering testing, receiving consent, delivering test results			
Delivery of training			
7. Launch of pilot			
Implement routine testing in pilot groups			
8. Assessment/management of obstacles			
Assessment of obstacles during first week of pilot, identification of solutions			
Assessment of obstacles during first month of pilot, identification of solutions			
Identification, delivery of any further needed staff training			
9. Launch of routine testing			
Implement routine testing in entire clinic			
Assessment of obstacles during first month of roll-out identification of solutions			
Identification, delivery of any further needed staff training			
10. Evaluation of project			
Completion of project assessment			