



## Clinic Implementation Team Lead Role Description

The Clinic Implementation Team Lead facilitates implementation and leads the Clinic Implementation Team (CIT). The CIT is created when a medical practice is planning to implement Collaborative Care (CoCM), a behavioral health integration strategy. This document outlines the CIT Lead's key responsibilities, as well as the personal and professional characteristics that are most desirable in the role. The CIT Lead does not currently need to be in a leadership role but must be willing and supported by clinic leadership to make this commitment. The role is most demanding at the outset of CoCM implementation. As the practice implements and institutionalizes the workflow and team functioning required to make this significant practice change, the role should require less time.

### Key Responsibilities

- Brings together key clinic team members who will be needed to make this systemic change and designates the PCP Champion
- Facilitates regular meetings of the CIT during planning and implementation, as well as sustainment phases
- Facilitates the CIT in developing a Shared Vision and creating a metrics dashboard to measure progress on quality goals
- Attends required AIMS Center training, both online and in-person
- Commits to learning the principles of CoCM and help educate their colleagues with fidelity and enthusiasm
- Assists in hiring CoCM team members
- Communicates practice change expectations to clinic staff and supports them in overcoming challenges or formulating constructive alternatives
- Monitors ongoing implementation of CoCM and facilitates quality improvement
- Facilitates data collection for ongoing assessment of quality goals and helps share this data with senior leadership

### Key Characteristics

- Demonstrates leadership skills and engenders the respect of their peers and other key clinical staff
- Models team communication that values all members of the team equally
- Understands the care quality goals of the practice and articulates how CoCM contributes toward achieving them
- Understands change management principles and seeks to implement best practices with their PCP colleagues

