STEP 4: IMPLEMENTING THE PROGRAMME

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| Before You Purchase Checklist | Yes | No |
| Have you clarified approximate start-up costs, annual running costs plus any annual cost savings for the programme? |  |  |
| Have you demonstrated a clear need and demand for a TeleHealth programme in your community? |  |  |
| Have you determined the potential financial impact (positive or negative) on your organisation? |  |  |
| Do you have a champion for the programme in your organisation and, if applicable, in the community which the programme serves? |  |  |
| Have you gained the support of the team/person responsible for IT in your organisation? |  |  |
| Are you or your IT team clear on the specifications of the equipment required? |  |  |
| Have you addressed any IT challenges that could threaten the programme’s success? |  |  |
| Have you gained the support of all of the employees who will use the programme? |  |  |
| Is there a plan for managing the administrative side of the programme – location for equipment, scheduling, assembling notes etc? |  |  |
| Is there a budget dedicated to this project? |  |  |
| Do you have a training plan in place for once the equipment is set up? |  |  |
| Do you have a clear plan for how you will promote the programme? |  |  |
| Have you allocated the responsibilities for the programme rollout to the appropriate staff members/teams? |  |  |