

ICSI Guidelines Implementation Project Clinic Agreement

Clinic: _____ Date: _____

Goals:

1. To implement the ICSI Guidelines for “Prevention and Management of Obesity” and “Primary Prevention of Chronic Disease” by health care providers.
2. To develop relationships with a patient referral process with local resources that can assist patients with management of identified risk factors.

Agreement specifications:

1. Agreement period: One year.
2. Payment: \$5,000 per clinic.

Clinic agrees to do the following:

1. Planning

- ☐ Designate a contact person to meet regularly with project staff and provide assistance in facilitating, planning, and implementation of the guidelines and evaluation of these activities.
- ☐ Develop a clinic staff team to attend three ICSI trainings throughout the year and champion guideline implementation.
- ☐ Conduct assessment of current guidelines implementation.
- ☐ Set goals for implementing the guideline components at your clinic (see reverse).
- ☐ Develop an action plan with specific clinic goals regarding guideline implementation.
- ☐ Arrange logistics for provider orientation/training session at the clinic.
- ☐ Clinic health care providers and staff participate in a one-hour orientation/training on ICSI guidelines.
- ☐ Orient other clinic staff necessary to project implementation.

2. Implementation and Evaluation

- ☐ Implement steps outlined in action plan.
- ☐ Document related actions.
- ☐ Adopt protocols reflecting goals for guideline implementation.
- ☐ Participate in a pre- and follow-up evaluation of current practices.
- ☐ Arrange for outcome data to be available at least quarterly.

SHIP Staff will provide the following:

- Using quality improvement measures and strategies, assist the team in assessing current systems and level of implementation of key components of the guidelines, identify gaps, set measurable goals, and develop an action plan to implement the ICSI Guidelines.
- Provide ongoing technical assistance to develop systems for assessing, documenting, counseling and referring as it relates to the guideline components.
- ICSI, SHIP staff, and an MD Consultant will provide training to providers and staff on the ICSI guidelines, effective treatment, counseling strategies, and implementing systems change to ensure guidelines are being implemented routinely.
- Provide a toolkit that includes information for providers; samples of clinic tools for implementing guidelines; tools that will assist or support implementation; and patient education materials.
- Summarize outcome data provided by the clinic to document progress.

Clinic Signature: _____ Date: _____

SHIP Signature: _____ Date: _____

ICSI Obesity and Chronic Disease Prevention Guideline Clinical Activities

The activity matrix below identifies all clinical activities for doctors and clinic staff that are included in the Obesity and Primary Prevention of Chronic Disease (PPCD) ICSI guidelines.

ICSI Guideline Components for Health Care Providers		Perform Screening	BMI
		Discuss results with all patients at all preventive and chronic disease visits	
		Perform screening	Nutrition
		Provide counseling or reinforcement	
		Provide referral(s) if appropriate	
		Follow-up on patient recommendations and referrals	
		Perform screening	Physical Activity
		Provide counseling or reinforcement	
		Provide referral(s) if appropriate	
		Follow-up on patient recommendations and referrals	
		Perform screening	Tobacco
		Provide counseling or reinforcement	
		Provide referral(s) if appropriate	
		Follow-up on patient recommendations and referrals	
		Perform screening	Alcohol
		Provide counseling or reinforcement	
		Provide referral(s) if appropriate	
		Follow-up on patient recommendations and referrals	
	Documentation of all activities in Patient Charts		
	Improving coordination and use of clinic and community resources as part of the clinic’s referral network		