

## ***Outline of a Practice Facilitation Charter\****

The charter is generally a 3-5 page document that includes the following sections:

1. The Organizational Vision and Values Statement
2. The Ideal PCP Practice (appropriate to target group and intervention goals)
3. The Challenges (the gap) in attaining in achieving the ideal PCP state
4. Our Aims & Goals
  - a. Aim Statement #1
    - i. Target Goals
    - ii. Requirements
  - b. Aim Statement #2
    - i. Target Goals
    - ii. Requirements
  - c. Aim Statement #3
    - i. Target Goals
    - ii. Requirements
5. How Will our PF Program Make it Easier for a Practice to Accomplish these Aims?
6. How Will our PF Program Make It Easier to Work in a Busy Clinic?
7. Our Commitment to Achieve Charter Aims and Goals
  - a. Senior leadership will...
  - b. The PF supervisor will...
  - c. The PFs will
  - d. Sponsors will...
  - e. Practice Improvement Teams will...

\*Adapted from DeWalt, D, Powell J, Mainwaring B, Horowitz J, Margolis P, Scoville R.

Practice Coaching Manual. **(pg. 14)**