

 <b>PRIMARY HEALTH CARE OPERATIONAL GUIDELINE DEVELOPMENT SUMMARY</b>	<b>Operational Guideline Title:</b>	<b>Guideline Approval:</b> Primary Care Service Area Leadership
	<b>Guideline Number:</b>	<b>Approval Date:</b>
	<b>Author:</b> <i>[Name, Title]</i>	

## 1. **BACKGROUND:**

1.1. [Summary of how this operational guideline came to be]

## 2. **CONSULTATION TRACKER:**

STAKEHOLDER(S)	PRIMARY ROLE(S)	DATE
Primary Care Service Area Leadership, Community Area Directors, Primary Care Direct Operation Teams, Regional Primary Health Care Quality Team, Site Medical Leaders and/or other individuals/groups (as applicable)	<ul style="list-style-type: none"> <li>Bring forward ideas for consideration</li> <li>Participate with early review/development</li> <li>Identify multi-discipline/service area implications</li> </ul>	
Program Specialist/Clinical Operations Lead	<ul style="list-style-type: none"> <li>Environmental Scan/Literature Review</li> <li>Review existing processes, workflows, operational guidelines and/or evidence-based guidelines</li> </ul>	
Primary Care Service Area Leadership/Community Area Directors	<ul style="list-style-type: none"> <li>Identify inter-program implications</li> <li>Feedback related to operational implications</li> <li>Identify opportunities for streamlining guidelines</li> </ul>	
Primary Care Direct Operations Team	<ul style="list-style-type: none"> <li>Feedback related to operational implications</li> <li>Identify implementation strategy and barriers</li> </ul>	
Regional Primary Health Care Quality Team (includes input from Funded Community Health Agencies)	<ul style="list-style-type: none"> <li>Feedback related to operational implications</li> <li>Identify implementation strategy and barriers</li> <li>Recommend indicators for measurement and evaluation</li> </ul>	
Site Medical Leaders (if applicable)	<ul style="list-style-type: none"> <li>Feedback related to implications of guidelines on medical practice</li> <li>SMLs consult with physician colleagues</li> </ul>	
Other WRHA Community Care Services (if applicable)	<ul style="list-style-type: none"> <li>Identify interprogram implications and opportunities (i.e. Home Care, Mental Health, Public Health, etc.)</li> <li>Feedback related to operational implications</li> <li>Identify implementation strategy and barriers</li> </ul>	
Other Subject Matter Experts (if applicable)	<ul style="list-style-type: none"> <li>Provide content expertise</li> </ul>	
Primary Care Service Area Leadership	<ul style="list-style-type: none"> <li>Final review and approval of draft guideline</li> </ul>	
Program Specialist/Clinical Operations Lead	<ul style="list-style-type: none"> <li>Post final version to Primary Care webpages (internal and external)</li> <li>Distribute global communication including implementation plan (if applicable) to all stakeholders</li> </ul>	