

 Domain Team Leads and Membership Roles and Responsibilities

Purpose:

The purpose of the Domain Teams is to select, collect, organize, and prepare documentation for the purposes of meeting the measures of PHAB Accreditation.

The purpose of the Domain Team Lead is to organize actions, monitor progress, and report on the specific projects of the associated Domain Team to the Accreditation Team, as well as to be able to interview for the PHAB Site Visit Team during the Site Visit. Each Domain Team Lead will have a “Back-up”, or alternate member of their team that may act in his or her place if unavailable for any reason.

Tasks/Responsibilities:

Domain Team Lead (and Back Up) Responsibilities:

* + Complete Online Orientation – *Must be completed within 30 days.*
	+ Attend Biweekly Accreditation Team Meetings
	+ Schedule Team Meetings
	+ Set Agenda
	+ Facilitate Meetings
	+ Assign Measures/Tasks
	+ Organize Compiled Documentation
	+ Keep Domain Binder Up-To-Date
	+ Keep Gap Analysis Tool Up-To-Date
	+ Report Progress in Biweekly Accreditation Team Meetings
	+ Schedule & Facilitate a Domain Reviews

Domain Team Member Responsibilities:

* + Complete Online Orientation – *Must be completed within 30 days.*
	+ Attend Scheduled Domain Meetings
	+ Complete Assigned Measures/Tasks within Specified Time
	+ Compile Documentation
	+ Participate in Domain Reviews

Timeframes:

* Under the guidance of leadership, the Accreditation Team will choose Domain Teams to activate, and will pick a goal date by which the Domain Teams will try to have their documentation completed.
* The Domain Team Lead will work with the members of the Domain Team to develop timelines by which they will operate to achieve their documentation goals within the amount of time given.
* If the Domain Team determines that they will not be able to achieve their documentation goals within the given amount of time, they must come to the Accreditation Team to discuss other options (how much more time is needed, what other resources can be provided to expedite the process, etc.)