



## Instructions for Submitting Your Implementation Plan

Once you have participated in the teleconference and completed the training program, which includes an online training module, a Collaborative Institutional Training Initiative (CITI) course on Protection of Human Research Subjects, signing an Individual Investigator Agreement, and review of a practice manual, you should have new ideas for making system changes in your practice. It's time to put those changes into action. Don't forget that a meeting with you physicians and staff to discuss the project and your changes is a required component of your project.

### Submit your implementation plan to AAFP

You will need to enter your implementation plan online at the "submit your implementation plan" link at [www.aafp.org/askandact/officechampions](http://www.aafp.org/askandact/officechampions). ***Your implementation plan is due by April 24, 2013.*** Fields you will need to complete includes:

- Changes to be made:
- How change will be made:
- Who (title) is responsible for change:
- Implementation date:
- How change will be monitored:

You will most likely want to enter information about multiple changes. You will also need to enter the date of your staff meeting and the number of attendee.

If you have questions about the implementation process, you can ask those at the end of the teleconference, or email Michele Raney at [mraney@aafp.org](mailto:mraney@aafp.org), or call Michele at 800-274-2237 ext. 3140.