



**NATIONAL
RURAL HEALTH
RESOURCE CENTER**

SMALL RURAL HOSPITAL TRANSITION (SRHT) PROJECT

Consultation Process and Estimated Time Requirements

Hospital Activity	Estimated Time Per Activity
CEO: Selection Call	30 minutes to discuss key activities and answer questions to prepare for next steps.
Administrative representative: Reserve onsite consultation dates.	30 minutes to select available dates for the hospital and confirm dates with The Center’s SRHT Project staff.
Administrative representative: Collate data and submit to consultant	8 hours to complete the data request. Hospitals are given two weeks from the initial start date to complete it. On average, hospitals complete the data requests in one week.
Executive and management teams: Participate in kick-off webinar	1 hour per team member per to participate in group webinar.
Executive and management teams: Participate in pre-project planning call	30 minutes per team member for group call
Executive and management teams: Participate in first onsite consultation by completing one-on-one interviews.	1 hour per executive team member 30 minutes per management team member
CEO: Review draft report and recommendations, and provide feedback to the consultant	1 hour
Executive and management teams: Participate in second onsite consultation to learn about the assessment findings and recommendations and develop action plan.	7 hours per team member
CEO: Finalize report and action plan.	30 minutes
Executive and management teams: Participate in four (4) Learning Collaborative (LC) sessions.	4 hours (1 hour per session) for executive and management team to participate in each LC.
Administrative representative: Collate information for LC sessions.	1.5 hours to collate information to help team develop a strategic map and balanced scorecard
CEO, executive and management teams: Complete post-project follow-up activities by holding Recommendation Adoption Progress (RAP) interview calls at 6 and 12 months and submit post-values for tracking measures at 12 months.	1.5 hours to complete two (2) RAP calls as a group. 30 minutes for the CFO and/or CNO to complete the data request and submit information before call.
Key Individual(s)	Estimated Time*
CEO	17.0 hours
Executive team member	15.5 hours
Management team member	14.5 hours
Administrative representative	10.0 hours

*Estimated time for program year to complete all activities

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