



HealthySteps Leadership: Physician Champion/Practice Manager Roles and Responsibilities

As HealthySteps implementation begins, the Physician Champion and Practice Manager support staff in their everyday roles, keeping them organized and focused on program goals and outcomes. The Physician Champion and Practice Manager may share or divide responsibilities related to leadership, data and reporting, and oversight of the implementation team.

Typical responsibilities for the Physician Champion

- Leads, promotes, supports, and monitors the implementation and sustainability efforts of the HS model
- Promotes policy changes that support the effective integration of HS
- Supports the long-term sustainability of HS by engaging funders and ensuring quality HS service delivery

Typical responsibilities for the Practice Manager

- Manages details of policy changes, workflow changes, and implementation follow through
- Facilitates the identification of an IT/Data System Specialist to help integrate HS data collection requirements within the existing data collection systems (EHR) and secures any additional data systems or system adaptations as needed
- Leads HS data collection and tracking in conjunction with the IT/Data System Specialist
- Facilitates/completes HS installation and implementation activities (e.g., identifies implementation team members and facilitates the completion of the data [reporting] capacity assessment, data plan, and initial implementation plan)
- Supports site capacity to attain and maintain fidelity to the HS model and fulfill HS annual (and more often if applicable) reporting requirements
- Facilitates engagement of billing and coding staff to support sustained funding methods
- Plans for and leads the implementation of HS Tier 1 screenings into the existing workflows

Responsibilities that can be shared/divided between the two leadership roles:

- Champions HealthySteps within the practice and system administration
- Engages executive leadership by promoting HS, providing regular HS updates during staff meetings, and advocating for resources and/or personnel needs to address any barriers to the effective implementation

or sustainability of the HS model

- Collaborates with practice leadership to hire HS Specialist(s) unless this role has been filled internally
- Leads the logistical implementation of the HS model by assessing, adjusting, and monitoring practice workflows to ensure the integration of the HS model
- Provides highlights to the implementation team regarding successes and concerns with workflows and the progress of integrating HealthySteps into the practice
- Ensures succession planning for all key implementation team members
- Collaborates with HS National Office to obtain resources and/or training opportunities that meet site needs in implementing the HS model with fidelity

Additional Recommended Responsibilities for Practice Leadership

- Draws clear connections between the goals of HS and the mission, vision, and values of the practice or health care system, and ensures HS is represented within the institution's strategic planning and the community at large, where relevant
- Grows HS within the health care system by engaging in HS expansion (if applicable)
- Is active in the local branch of the American Academy of Pediatrics (AAP); advocates for policies and funding that support programs (such as HS) and resources for children ages 0-3 and their families