Health Workforce Checklist

Please use this checklist as a guide for possible action items towards improving integration for **Health Workforce**. You can write anything you like in the 'Extra Notes' section.

Item	Completed? (Y/N)	Extra Notes
1. Have we developed a process for assessing the current and ongoing skills of teams (new and existing staff)?		
a. Have we developed a plan to build capability in necessary skills?		
b. Have we considered the available resources for training and skills development?		
c. Have we allocated time for training and skills development for teams within working days?		
2. Have we identified opportunities for co-location?		
3. Have we invited other services to present their service model and ways of working to our team?		

4. Have we presented our service model and ways of working to other teams?		
5. Have we documented the following attributes about other services and ensure staff understand them *(Note: The service mapping excel template may be helpful for this):* a. Core purpose and business model b. Way of working c. Key contacts/point of contact d. Roles and responsibilities of staff e. Values		