

## interRAI Lead Practitioners Transfer Arrangements

Please provide the information directly into the table or contact Lisa Team Administrator ([Lisa.Conroy@dhbsharedservices.health.nz](mailto:Lisa.Conroy@dhbsharedservices.health.nz)) to send you a USB stick. Please also add *anything else you think we should know* to make a smooth transition of your standard business as usual commitments over to TAS. Some of you will have reduced your commitments in preparation for the transfer. This is fine just leave those boxes blank.

Name of Person Completing this form: \_\_\_\_\_

Date: \_\_\_\_\_

	Item	Response	Comments
1	DHB educator database with all current assessors listed. Plus the User Access Forms		
2	Number of Assessors and their current status regarding Quality Reviews and AIS on-line evaluations		
3	A copy of your annual plan or objectives to complete or refer to item 4 below		
4	Any known upcoming work over the next 3 - 6 months: <ul style="list-style-type: none"> <li>– Known training requests (CA/CHA/HC)</li> <li>– End user training number of staff and arrangements made to date</li> <li>– Commitments to inservice education</li> </ul>		
5	Training venue arrangements within the DHB; including booking details.		
6	Contact person for co-ordination of software upgrade at the DHB		
7	Any Provider support arrangements you have		
8	Any Data analysis and reporting schedule you have. E.g. Reports provided to whom and when		
9	DHB initiatives/projects currently underway. Impact on interRAI and estimated amount of educator involvement		
10	Key contacts in the DHB		