

(5.1) Project ECHO Membership

Overview

Purpose

West Virginia Project ECHO (Extensions for Community Healthcare Outcomes) membership is tracked to serve as a baseline measurement for reach and audience analysis. Membership is also required for access the Project ECHO resources and services.

Scope

This document outlines the Project ECHO membership structure and process for accessing services.

Definitions

ECHO – Extension for Community Healthcare Outcomes

ECHO Participation Agreement – Participation agreement outlining the specific ECHO project and is signed by the clinic and the Vice President for Health Sciences at West Virginia University. Final copies are sent back to the clinician signing up.

Clinic/Organizational Membership - Clinic membership allows more than one provider at a site to participate in ECHO projects.

Policy

Procedures

1. Upon interested an individual/organization completing the ECHO Participation Agreement form located on the ECHO website, ECHO coordinator will ensure that the information is properly recorded and information is complete.
2. On a quarterly basis, the ECHO coordinator will review ECHO membership to ensure that all ECHO participants are also West Virginia Clinical and Translational Science Institute members.

3. All new members will receive an electronic notification that their membership application has been received and accepted.
4. Clinical/Organizational membership uses the form designated for the specific project to register for membership into Project ECHO.
5. New members will be added to the appropriate listservs to receive recruitment and dissemination information from Project ECHO.
6. Although there are no project requirements as part of membership, the ECHO Coordinator will add clinical sites to recruitment lists for further ECHO projects.
7. Annually, the ECHO Coordinator will audit the membership list for any inactive members and reclassify them as such.

Roles and Responsibilities

It is the responsibility of the applicant to provide accurate information upon completing the online form. WVCTSI Administration reserves the right to reclassify applicants if they are better suited for another membership category. Membership information details shall not be distributed for any use other than communicating with members and sharing within the WVCTSI organization. WVCTSI staff should encourage those interested in WVCTSI to become members for access to services and sustained communication.

Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	3/07/17



 Approved By 3/7/17
Date