
**WEST VIRGINIA
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

(5.1) Project ECHO Membership

Overview

Purpose

West Virginia Project ECHO (Extension 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 policies and procedure relevant to individuals procuring Project ECHO membership and process for accessing ECHO services.

Definitions

ECHO – Extension for Community Healthcare Outcomes

ECHO Participation Agreement – Participation agreement outlining the specific ECHO project and its logistics. Agreements are kept for record keeping purposes.

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

Policy

Procedures

1. Interested individuals or organization first complete the ECHO Participation Agreement form located on the WV Project ECHO website.
2. The ECHO coordinator(s) reviews the information entered on the form, ensuring that the information is complete and properly recorded.
3. On a quarterly basis, the ECHO coordinator(s) will review ECHO membership to ensure that all ECHO participants are also WVCTSI members.

4. All new members will receive an electronic notification from the ECHO coordinator(s) that their membership application has been received and accepted.
5. Clinical/Organizational membership may use the designated participation agreement for a specific project to register their entire organization for membership.
6. New members will be added to the appropriate listservs by the ECHO coordinator(s) to receive recruitment and dissemination information from Project ECHO.
7. Although there are no project requirements as part of membership, the ECHO coordinator(s) will add clinical sites to recruitment lists for existing or future ECHO projects.
8. Annually, the ECHO coordinator(s) 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 when completing the membership form. Membership information details shall not be distributed for any use other than communicating with members. WV Project ECHO Staff should encourage those interested in WVCTSI to become members for access to services and sustained communication.

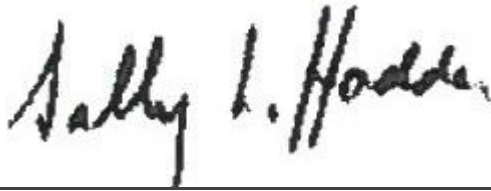
Revision History

| Revision | Date |
|---|--------------|
| Creation | March 2018 |
| This procedure was revised to reflect the multiple coordinators on staff now supporting Project ECHO. | January 2020 |

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 | |



Approved By

11/01/2020

Date