NEW REFERRING TELESTROKE SITE WORKFLOW
JANUARY 8, 2010

Phase 1 Application Process
- Referring Site completes application forms
- Site Prioritization Group (SPG) reviews and makes recommendations to Acute Phase Telestroke Task Team (APPTT)
- APTTT formally accepts the new Referring Site
- Chair of the SPG sends confirmation letter to Referring Site; cc OTN and Regional Stroke Program

Supporting Material
- Eligibility Screening Checklist
- New Requesting Telestroke Site Readiness and Prioritization Documentation
- Confirmation Letter

Phase 2 Site Implementation
- TS Program Lead sets up site implementation team (includes New Referring Site, Regional Stroke Program and OTN)
- OTN works with the referring site to prepare network infrastructure
- OTN deploys and certifies video system and workstations

Supporting Material
- Site Implementation Checklist
- Contact list
- Network diagrams
- New Referring Site Toolkit
- Billing Information Form
- Telestroke Consult Note
- Telestroke 24 Follow-up Note

Phase 3 Clinical Development
- Regional Stroke Program supports referring site in the development of their protocols and reviews prior to implementation
- Consider communication/collaboration with associated Regional Stroke Centre regarding current EMS by-pass protocol
- Regional Stroke Program coordinates and delivers technical and process training to Referring Site

Supporting Material
- Clinical Telestroke Workflow
- Quick Reference Telestroke Guide
- Contents of Stroke Box
- Consent for Off Label Use of tPA
- Clinical Protocol Templates
- Nursing and Physician Checklists
- Patients and Families Brochure (pamphlet)

Phase 4 Education & Training
- OTN coordinates mock consultation with Referring Site, Neurologists, Crical and OTN Service Desk
- OTN coordinates and delivers technical and process training to Referring Site
- OTN coordinates debrief session

Supporting Material
- TS Education Flowchart and Resources
- Telestroke Learning Objectives
- Learning Plan Template
- Competencies for ER Nurses at Referring Sites
- Sample Training Agendas

Phase 5 Mock Consultation
- OTN Live Site Notice distributed internally for technical readiness
- OTN Live Site Notice sent to Neurologists on-call, Crical and OTN Service Desk
- OTN issues final Live Site Notice to Referring Site
- OTN coordinates debrief session

Supporting Material
- Mock Consultation Checklist
- Sample Case Study

Phase 6 Live Site Notices
- OTN Live Site Notice sent to Neurologists on-call, Crical and OTN Service Desk
- OTN issues final Live Site Notice to Referring Site
- OTN coordinates debrief session

Supporting Material
- Live Site Notice Form
- Formal E-mail Template

Supporting Material
- Clinical Telestroke Workflow
- Quick Reference Telestroke Guide
- Contents of Stroke Box
- Consent for Off Label Use of tPA
- Clinical Protocol Templates
- Nursing and Physician Checklists
- Patients and Families Brochure (pamphlet)