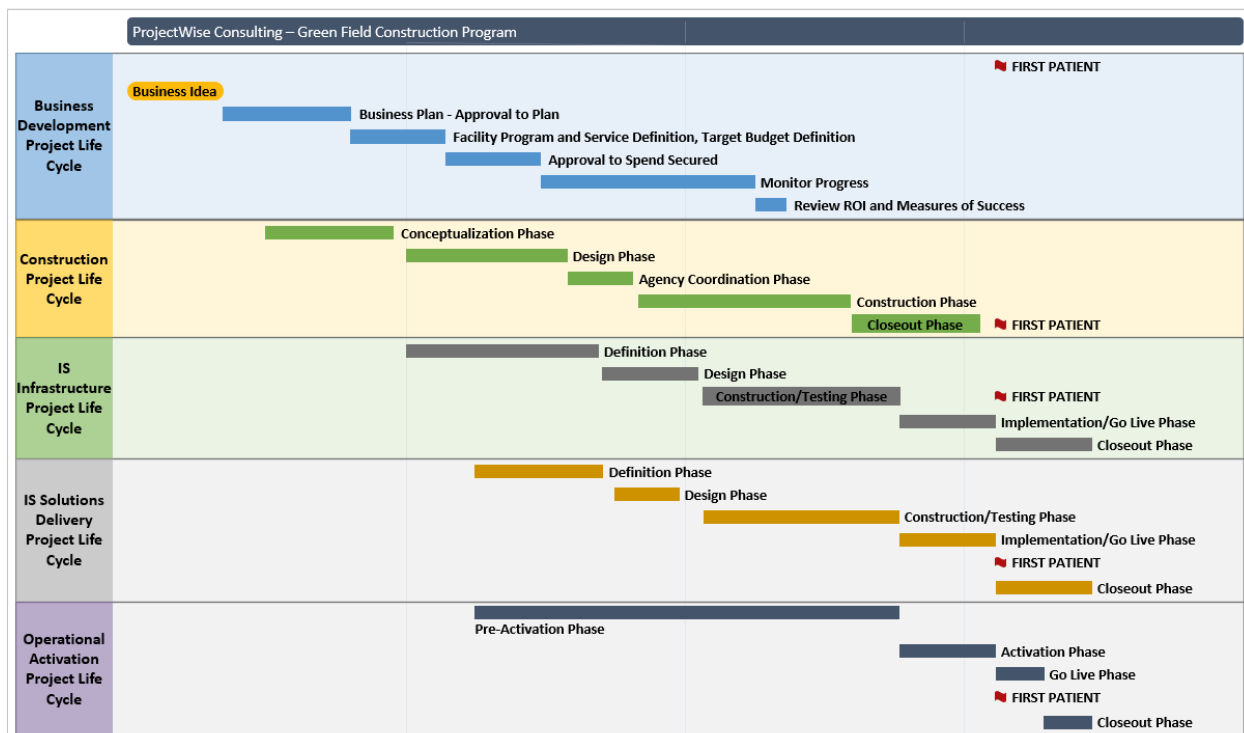


# Greenfield Construction Activation Program for Healthcare

## 1. Program Overview

This activation program outlines the key steps and milestones required to successfully activate a newly constructed healthcare facility. The objective is to ensure a seamless transition from construction completion to operational readiness, guaranteeing patient safety, regulatory compliance, and optimal functionality.

## 2. Key Phases & Milestones



### Phase 1: Initiation Phase

- **Business Development Project Life Cycle**
  - Business ideas and/or request submitted to the board, strategy and transformation office for approval to plan.

- Business plan includes facility program, service definition, and target budget definition created.
- Approval to spend secured. Approval of planning given by the board, strategy and transformation or capital committee.
- Identify project leadership team (project sponsor, project/program manager, facility leader, IT leader and business leader).
  - Stakeholder Registry (**Contact ProjectWise Consulting** to get expert guidance in developing a stakeholder register)

## **Phase 1: Planning & Pre-Activation**

- **Project Governance & Stakeholder Engagement**
  - Establish an activation leadership team.
  - Identify key stakeholders (executive leadership, facility management, clinical leads, IT, finance, etc.)
    - Stakeholder Registry (**Contact ProjectWise Consulting** to get expert guidance in developing a stakeholder register)
    - Include service definitions i.e. hospital departments.
  - Develop project charter and activation timeline.
    - Greenfield Activation Program Charter (**Contact ProjectWise Consulting** to get expert guidance in developing a program charter)
  - Develop project construction and activation plan.
    - Project Plan (**Contact ProjectWise Consulting** to get expert guidance in developing a project plan document)
  - Conduct a 2–3-day kickoff workshop with key stakeholders with a primary deliverable being an input into a two-year activation work plan.
    - Workshop Sessions Kickoff (**Contact ProjectWise Consulting** to get expert guidance in developing a workshop kickoff process)

- **Regulatory & Compliance Planning**

- Identify required licenses, certifications, and permits.
  - License Certification Requirements (**Contact ProjectWise Consulting** to get expert guidance in developing a license certification requirements document)
  - Clinical leads will determine licenses, accreditation, and certification requirements.
  - Conduct stakeholder interviews.
- Engage with regulatory bodies (e.g., Joint Commission, state health department, CMS).
  - The Joint Commission
    - File application and self-assessment.
    - On-site Survey (TJC observe procedures, interview staff, and review records)
    - Findings and Follow-up
      - Hospital receives feedback and must follow-up.
    - Accreditation decision (3 years)
    - Benefits of TJC accreditation are Medicare and Medicaid certification eligibility.
- Conduct preliminary risk assessments.
  - Risk Assessment (**Contact ProjectWise Consulting** to get expert guidance in developing a risk assessment)

- **Operational Readiness & Transition Planning**

- Develop policies and procedures.
- Clinical leads will establish staffing plans, including recruitment, credentialing, and onboarding schedules.

- Define clinical workflows and service delivery models.

## **Phase 2: Construction Completion & Facility Preparation**

- **Final Construction Inspections & Commissioning**

- Ensure all mechanical, electrical, plumbing (MEP), and life safety systems are tested.
- Perform infection control risk assessments (ICRA)
- Conduct environmental and sustainability assessments.

- **IT & Medical Equipment Installation**

- Deploy electronic health records (EHR) and IT infrastructure.
- Non-EHR Applications and Integrations
- Install and test medical devices and diagnostic equipment.
- Ensure cybersecurity and interoperability of systems.

## **Phase 3: Staff Training & Operational Testing**

- **Move and Transition Planning and Meetings.**

- Move and Transition Meetings (**Contact ProjectWise Consulting** to get expert guidance in developing a process for meetings)

- **Training & Simulation Exercises**

- Conduct facility orientation for staff.
- Implement emergency response drills.
- Execute clinical workflow simulations.

- **Patient Safety & Quality Assurance**

- Validate infection prevention protocols.
- Perform mock patient scenarios and handoff procedures.
- Implement quality control checklists.

## **Phase 4: Soft Opening & Full Activation**

- **Soft Opening & Performance Monitoring**
  - Initiate limited patient services for real-world testing.
  - Monitor system performance and adjust workflows as needed.
  - Gather feedback from staff and patients.
- **Grand Opening & Full Operational Launch**
  - Announce official opening date and conduct ribbon-cutting ceremony.
  - Scale up to full patient capacity.
  - Conduct final post-activation evaluation.

## **3. Post-Activation Monitoring & Continuous Improvement**

- **Performance Review & Issue Resolution**
  - Track KPIs (patient flow, staff efficiency, patient satisfaction, etc.)
  - Conduct debriefing sessions with teams.
  - Implement corrective actions for identified issues.
- **Long-Term Sustainability & Growth Planning**
  - Develop strategies for future facility expansions.
  - Identify ongoing training needs.
  - Establish continuous improvement frameworks.