

# Activity 2.4: Review of Roles and Responsibilities Matrix

## TIPS FOR TRAINERS

---



### Suggested Use

Use as a quick review at the end of your presentation on PC/PB and recipient roles and responsibilities.



### Time

20 minutes total:

- 5-8 minutes for each participant to fill in the matrix individually
- 12-15 minutes for discussion



### Materials

- Handout for Participants: Roles and Responsibilities Matrix
- Pens or pencil



### Knowledge or Skill Development

Understanding of the legislatively-based roles and responsibilities of the CEO, planning council, and recipient, including shared and individual responsibilities, in order to support a successful partnership providing needed services for PLWH in the EMA or TGA.

---

## Activity Steps

1. Ask participants to complete the matrix individually and identify any areas of uncertainty.
2. To get a sense of any remaining confusion ask participants to indicate through a show of hands whether they are still uncertain about which entities are responsible for which task.
3. Go around the room, asking each participant to identify who is responsible for each role/responsibility listed in the matrix. Ask if anyone disagrees with the response, and discuss and clarify any areas of disagreement.
4. Refer participants to the completed matrix that is one of the PowerPoint slides—project that slide or provide it as a handout.
5. Briefly summarize the importance of understanding the roles and responsibilities of each entity and respecting boundaries.



# Activity 2.4: Review of Roles and Responsibilities Matrix<sup>1</sup>

## HANDOUT FOR PARTICIPANTS

For each task, indicate with a checkmark the responsible entity or entities.

Task	CEO	Recipient	PC/PB
Establishment of Planning Council/Planning Body (PC/PB)			
Appointment of PC/PB Members			
Needs Assessment			
Integrated/Comprehensive Planning			
Priority Setting			
Resource Allocations			
Directives			
Procurement of Services			
Contract Monitoring			
Coordination of Services			
Evaluation of Services			
Development of Service Standards			
Clinical Quality Management			
Assessment of the Efficiency of the Administrative Mechanism			
PC/PB Operations & Support			

<sup>1</sup> Roles and responsibilities that are requirements for a Part A planning council (PC) and sound practice for a Part A TGA planning body functioning like a planning council