PROGRAM CONTINUITY BINDER PROJECT

Purpose & Benefits:
Recognizing that the PC role is changing and program change-over is inevitable, the Program Continuity Binder Project aims to establish a living collection of documents that will encourage a continuous flow of information and practices within a given program. Establishment of this document and set of practices will help minimize any errors resulting from changeover and provides an opportunity for PC’s to critically evaluate their information and procedures.

Materials:
PC’s will be encouraged to purchase or designate a large binder for this project.

PC’s will be provided with a cover sheet, side tab, an insert sheet with the purpose, benefits, and target goals, along with a table of contents. These documents will be emailed to all coordinators in a format that can be modified to fit their individual program needs. These documents will also be posted on the GME website for later reference.

Tasks:
PC’s are expected to assemble their binder, determine any areas that are not covered by the generic table of contents and modify it accordingly.
Utilization of a thumb drive to create an electronic continuity binder is encouraged.

PC’s are encouraged to bring their binders to all PC Committee meetings and workshops. Questions regarding the process for creating procedures and continuity within your program are always welcome at these gatherings.

PC’s will familiarize other staff with the location and contents of the completed binder.