

Appendix 11 - Start-up costs for the project

Activity	Cost	Explanation
Gap analysis of current state	\$0	Neuro rehab physiatrists were surveyed regarding the percentage of patients who brought their medications/medication lists at a Physicians' meeting. The results were then collected and analyzed by the project lead. There is no cost because attending monthly Physicians' meetings is part of the physiatrists' expected work and physicians do not receive remuneration for attending these meetings. The project lead volunteered her time.
Updating the "New Patient" letters and the "Next Steps for your care" with reminders about medications/medications lists	\$12.50*	<p>An administrative assistant updated the current "New Patient" letters that are mailed out to all new Neuro Rehab patients with a reminder about medications/medications lists. She also did the same for the "Next Steps for your care" forms which are provided to patients after their appointments.</p> <p>$\\$25^1/\text{hr} \times 0.5 \text{ hr} = \\12.50^*</p> <p>*However, this is not a true cost because the administrative assistant was not additionally remunerated beyond her regular salary for these tasks. Her work responsibilities do include engaging in process improvements for the clinic.</p>
Placing stickers on the remaining stock of "Next Steps for your care" forms	\$58.72	<p>The project lead placed stickers with a reminder about medications/medications lists on all remaining old stock forms (both the original and carbon copy pages).</p> <p>Grand and Toy Sticker label packages $\\$25.92 \times 2 + \text{HST} = \\58.72</p>

¹ Administrative assistants salary range at UHN-TR: \$23.50 - \$28/hour. \$25/hr will be used as the hourly rate for administrative assistants for ease of calculation.

		The project lead volunteered her time.
Monthly Project Meetings from Oct 2016 – May 2017	\$430*	<p>8 project meetings have been and will be held from Oct, 2016 to May, 2017.</p> <p>These meetings last 45mins each, and the project team consists of a clinic nurse, an administrative assistant, a medical student, and three physicians.</p> <p>Administrative Assistant: $0.75\text{hr} \times \\$25 \times 8 = \\150^* Clinic nurse: $0.75\text{hr} \times \\$45^2 \times 8 = \\270^*</p> <p>$\\$150 + 270 = \\430</p> <p>The medical student and three physicians(which includes the project lead) all volunteered their time.</p> <p>*Again, this is not a true cost because these meetings took place at lunch time. The administrative assistant and clinic nurse were not additionally remunerated beyond their regular salary, and no casual staff had to be brought in to cover for them during the meetings.</p>
Weekly data collection on percentage of patients who brought in medication list/medications	\$415.80*	<p>Weekly data collection occurred from Nov, 2016 to the end of May, 2017.</p> <p>Three physicians, the medical student and the clinic nurse was responsible for data collection for the main outcome measure.</p> <p>On average, the clinic nurse estimates that tracking whether medication lists/ medications were brought in by patients takes her approximately 20mins/week.</p>

² Clinic nurses are salaried at \$44-46/hour. For the purpose of the cost estimation, the hour rate will be averaged for ease of calculation to \$45/hour

		<p>\$45/hr x 0.33hr/week x 4 weeks/month x 7 months = \$415.80*</p> <p>*However, this is not a true cost since no clinic nurse hourly wage or overtime has been paid as the result of the data collection for the project.</p> <p>The medical student and three physicians (which included the project lead) all volunteered their time.</p> <p>The project's process measures were collected by the project lead from the Pathway Healthcare Scheduling system, and she volunteered her time.</p>
Total	\$917.02	