

**Consumer Health Education and Promotion Project
St. John's Health System
Springfield, Missouri**

Statement of Work

The intention of this project is to promote the Van K. Smith Community Health Library's (VKSCHL) services and resources to the public. Through the Consumer Health Education and Promotion Project areas in southwest and central Missouri as well as northwest Arkansas, both rural and urban populations will have increased access to health information.

The Consumer Health Education and Promotion Project is a two-year project. The timeline and distribution of duties follows:

September 1st, 2002– December 31st, 2003

Promote the Van K Smith Community Health Library's staff, resources and services to health care facilities and community groups spanning over 30 counties.

September 1st, 2002- December 1st, 2002

Purchase the LCD projector, projection screen and cabling.

Gather quantities of materials to be distributed.

Develop presentation content based on outline from grant proposal.

Develop an evaluation to measure outcomes that can be distributed after presentations.

Prepare an outreach reporting form. This outreach form will be completed after each outreach presentation and be included with the quarterly reports.

Develop a plan of action for contacting the proposed groups for education and promotion as listed in the grant proposal.

Begin making contacts and scheduling presentations.

September 1st, 2002 – December 31st, 2003

Continue making contacts and scheduling presentations.

Begin making presentations to scheduled groups. Evaluations will be distributed and collected throughout these visits. Phone calls and possibly written or electronic techniques will be used for follow-up contacts.

January 1st, 2004 – August 31st, 2004

Evaluation and outcomes will be addressed. Group presentations will also be completed.

The evaluation forms will be compiled and measured for the final report. Any outcomes from these presentations will be noted, i.e. VKSCHL receiving more requests for services and feedback from group leaders.

Reimbursements:

Reimbursements should be submitted with the quarterly reports. All reimbursements must be submitted by August 1st, 2004.

Deliverables:

Quarterly reports, outreach reporting forms, evaluation forms, presentations, any outcomes noted.

Quarterly Reports:

January 1st, 2003

April 1st, 2003

July 1st, 2003

October 1st, 2003

January 1st, 2004

Final Report:

August 31st, 2004