

Instructions for Site Hosting Stroke Unit Visit

Introduction:

You may have been contacted for a stroke unit visit. You may encourage the site requesting the visit to refer to the Stroke Unit Visit Guide, located at _____. The Guide contains sample questions they may consider for their visit. They may even submit their questions to you in advance.

Preparation:

1. Determine:
 - a. Best day(s) for visit,
 - b. How many persons and who will be visiting
 - c. Who from your team should be present for visit?
2. Review questions submitted by site requesting visit to ascertain purpose of visit.
3. Provide directions on location and meeting point for visit. Exchange contact information in case there are last minute changes/inclement weather etc.
4. Disseminate an outline with the schedule of activities planned for the day of the Stroke Unit visit. See sample outline; feel free to adapt this to meet your needs. Share the outline with both your team and the visitors.
5. Organize a tour of your stroke unit, and any other key areas the visitors requested to see e.g., Secondary Stroke Prevention Clinic etc.