### Task Reassignment Table

Please complete the below table by writing down the different tasks perform in your department or program. Write down the type of task, who does it? And if the person is not the correct staff to do this task, then who should do it? If you need more space, make another copy and continue.

**Your title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Task** | **Who does it now?** | **In a perfect world, who would do it?** |
| ***Example:***  ***Book appointments*** | ***RNs and clerical*** | ***Clerical support*** |
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