

Implementation action plan

Adapted from: Registered Nurses' Association of Ontario & St. Elizabeth Health Care (2007). *Best Practice Guideline Implementation: Project Plan*. Toronto, Canada: Registered Nurses' Association of Ontario & St. Elizabeth Health Care last accessed 3 July 2010.

Step	Actions	By who ?	By when ?	Resources needed	Progress measures
<p>Decide specific implementation processes and strategies</p> <ul style="list-style-type: none"> • who will be responsible for what actions • when each action will occur • the resources required • measures will be used to monitor progress (see phase five) <p>See also phase two - Solutions</p>	<p><i>Examples:</i> <i>develop education material</i> <i>make room bookings</i> <i>order patient information sheets</i></p>			<p><i>Printing</i> <i>Admin</i> <i>support</i></p>	
<p>Develop communication plan*</p> <p>How will information be communicated When/how often information will be communicated See stakeholder phase*</p>	<p><i>Examples:</i> <i>Set a launch date</i> <i>Formulate a "brand" or logo</i> <i>Fortnightly data emails</i> <i>Update intranet fortnightly</i> <i>Newsletter template</i></p>				
<p>Risk assessment of action plan</p> <ul style="list-style-type: none"> • Trouble shoot plan to identify barriers • List strategies to overcome barriers to implementation process 	<p><i>Examples:</i> <i>Short staffing over winter</i> <i>mitigate by</i></p>				
<p>Identification of monitoring processes</p> <p>Establish baseline Set measures to monitor progress.</p> <p>See evaluation phase *</p>	<p><i>Examples:</i> <i>Education on audit tools for unit/dept reps</i> <i>Gather baseline data before launch date</i></p>			<p><i>audit tools</i> <i>pt surveys</i></p>	
<p>Approval of implementation plan</p> <p>Implementation plan and tools approved by relevant management/executive</p>	<p><i>Example:</i> <i>Exec team member to discuss plan and resources/support required at exec management group</i></p>				
<p>PDSA</p> <p>Conduct pilot Study results from pilot Proceed to widespread implementation Report and respond to results</p>	<p><i>Example:</i> <i>Ensure all tools available for pilot</i></p>				