

Implementation action plan

Adapted from Registered Nurses' Association of Ontario (RNAO, 2002)

Toolkit: *Implementation of Clinical Practice Guidelines* (© RNAO)

Step	Actions	By who?	By when?	Resources needed	Progress measures
Decide specific implementation processes and strategies <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). See also phase two – Solutions	<i>Examples:</i> <i>develop education material</i> <i>make room bookings</i> <i>order patient information sheets</i>		1/10	Printing Admin support	
Develop communication plan* How will information be communicated When/how often information will be communicated See stakeholder phase*	<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>				
Risk assessment of action plan Trouble shoot plan to identify barriers List strategies to overcome barriers to implementation process	<i>Examples:</i> <i>Short staffing over winter mitigate by...</i>				
Identification of monitoring processes Establish baseline Set measures to monitor progress. See evaluation phase*	<i>Examples:</i> <i>Education on audit tools for unit/dpt reps</i> <i>Gather baseline data before launch date</i>			audit tools pt surveys	
Approval of implementation plan Implementation plan and tools approved by relevant management/ executive	<i>Example:</i> <i>Exec team member to discuss plan and resources/support required at exec management group</i>				
PDSA Conduct pilot Study results from pilot Proceed to widespread implementation Report and respond to results	<i>Example:</i> <i>Ensure all tools available for pilot</i>				