

Guideline implementation checklist

Guideline Title:

Clinical Unit:

Date:

This checklist is designed to support achievement of the National Safety and Quality Health Service (NSQHS) Standards (edition 2). The strategies identified are suggestions only and may be customised as relevant to the guideline and local resources and practices.

NSQHS–Standard 1: Clinical governance	
Clinical Practice: Clinical performance and effectiveness	
Criterion 1.27: Evidence based care	
1.27 The health service organisation has processes that:	<p>a. Provide clinicians with ready access to best-practice guidelines, integrated care pathways, clinical pathways and decision support tools relevant to their clinical practice</p> <p>b. Support clinicians to use the best available evidence, including relevant clinical care standards developed by the Australian Commission on Safety and Quality in Health Care</p>

1 Governance systems

1. Governance Systems: Systems are in place to support comprehensive care	<input checked="" type="checkbox"/> Achieved Date / Comments
1.1. Hospital and Health Service (HHS) Executive endorse the guidelines and their use in the HHS and communicate this to staff	<input type="checkbox"/>
1.2. Table each guideline at the local Patient Safety and Quality Committee (or equivalent)	<input type="checkbox"/>
1.3. Refer to the relevant guideline when recommending, initiating and/or reporting on quality activities to improve patient care	<input type="checkbox"/>
1.4. Establish a 'Quality Portfolio' to coordinate guideline implementation activities	<input type="checkbox"/>
1.5. Identify clinical champions to promote, reference and encourage other clinicians to use the guidelines	<input type="checkbox"/>
1.6. Include information about Queensland Clinical Guidelines in orientation/induction material (e.g. access to the guidelines, resources available)	<input type="checkbox"/>
1.7. Encourage staff to join the Queensland Clinical Guidelines mailing list to receive information about the guidelines directly. Join the mailing list: <ul style="list-style-type: none"> • online www.health.qld.gov.au/qcg • by email guidelines@health.qld.gov.au 	<input type="checkbox"/>
1.8. Promote QCG website as source of evidence informed guidelines, flowcharts, clinician education and consumer information www.health.qld.gov.au/qcg	<input type="checkbox"/>
1.9.	

2 Awareness and distribution

2. Awareness and distribution: Staff are informed about opportunities to participate in guideline development and the publication of new or amended guidelines	<input checked="" type="checkbox"/> Achieved Date / Comments
2.1. Notify clinicians of the guideline (e.g. place notifications on staff information boards, email relevant clinicians, include in newsletters)	<input type="checkbox"/>
2.2. Discuss the guideline at meetings (e.g. ward/team meetings) and education forums	<input type="checkbox"/>
2.3. Display current guideline flow charts in clinical areas	<input type="checkbox"/>
2.4. Promote the <i>Desktop icon</i> as a quick link to the guideline website – an A4 poster is available for download from http://www.health.qld.gov.au/qcg	<input type="checkbox"/>
2.5. Support clinical staff (including new, supernumerary and students) to access, review and discuss the guideline	<input type="checkbox"/>
2.6. Communicate requests for statewide consultation on draft guidelines and encourage staff to provide feedback	<input type="checkbox"/>
2.7. Encourage participation in guideline working parties (members are acknowledged in the guideline)	<input type="checkbox"/>
2.8. Inform the pharmacy department of new or amended drug recommendations (if applicable)	<input type="checkbox"/>
2.9. Destroy existing printed guidelines on the topic	<input type="checkbox"/>
2.10.	<input type="checkbox"/>
2.11.	<input type="checkbox"/>
2.12.	<input type="checkbox"/>
2.13.	<input type="checkbox"/>
2.14.	<input type="checkbox"/>

3 Clinical education

3. Clinical Education: Clinical education is provided on clinical guidelines	<input checked="" type="checkbox"/> Achieved Date / Comments
3.1. Promote the guideline as a professional development opportunity for all clinical staff	<input type="checkbox"/>
3.2. Promote use of and access to related guideline resources on the website <ul style="list-style-type: none"> · PowerPoint presentations · Online knowledge assessments · Videos and recorded videoconferences · Parent information 	<input type="checkbox"/>
3.3. Incorporate guideline education into the yearly education calendar	<input type="checkbox"/>
3.4. Hold education sessions on the guideline	<input type="checkbox"/>
3.5. Provide certificates following education as evidence for continuing professional development (e.g. use the Queensland Clinical Guidelines certificate generator)	<input type="checkbox"/>
3.6. Use guideline implementation resources to support group education opportunities (e.g. play the recorded videoconference or present a guideline PowerPoint each week)	<input type="checkbox"/>
3.7. Incorporate guideline recommendations into local education and training initiatives	<input type="checkbox"/>
3.8. Update local education and training materials to incorporate guideline recommendations	<input type="checkbox"/>
3.9. Utilise the guideline when conducting mock clinical scenarios	<input type="checkbox"/>
3.10.	<input type="checkbox"/>
3.11.	<input type="checkbox"/>
3.12.	<input type="checkbox"/>
3.13.	<input type="checkbox"/>

4 Quality and safety

4. Quality and Safety: Clinical care is aligned with guideline recommendations	<input checked="" type="checkbox"/> Achieved Date / Comments
4.1. Review the guideline supplement for suggested quality measures, audit criteria and implementation strategies	<input type="checkbox"/>
4.2. Source or develop complementary resources identified in the guideline supplement (e.g. patient information)	<input type="checkbox"/>
4.3. Refer to the relevant guideline when developing content for parent education/information	<input type="checkbox"/>
4.4. Review current clinical practice and identify gaps between current and recommended practice	<input type="checkbox"/>
4.5. Develop and implement an action plan to align clinical practice with guideline recommendations if gaps are identified	<input type="checkbox"/>
4.6. Measure/audit patient care and outcomes against guideline recommendations	<input type="checkbox"/>
4.7. Use the guidelines for clinical decision making at the point of care (e.g. ward rounds, clinical handovers, clinic appointments)	<input type="checkbox"/>
4.8. Incorporate links on the patient journey board to guidelines relevant to the patient's care	<input type="checkbox"/>
4.9. Refer to the guidelines when undertaking clinical incident reviews and RCA	<input type="checkbox"/>
4.10. Identify and consider implementing clinical tools/resources/forms provided or referenced in the guideline	<input type="checkbox"/>
4.11. Use consumer information brochures for patient education	<input type="checkbox"/>
4.12.	<input type="checkbox"/>
4.13.	<input type="checkbox"/>
4.14.	<input type="checkbox"/>
4.15.	<input type="checkbox"/>

Suggest activities for the implementation checklist

Tell us how you are implementing guidelines or suggest an addition to the checklist.

Contact us: guidelines@health.qld.gov.au