**IMPLEMENTATION PLAN WORKSHEET**

**QI Project:**

**Team:**

**Date:**

**Change idea:**

Use this worksheet to work through how you will implement one of your change ideas into the day to day routine on your ward

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| **Standardisation**   * Have you established an up to date model or guidelines for your new way of working? * Is everyone involved in this process aware of the change? * After you have standardised your new way of working could someone else replicate this on another ward? |
| **What actions do you need to complete in order to standardise your change idea on your ward?** |

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| **Documentation**   * Where have you written down and stored your new way of working? * Is this documentation accessible to everyone who needs to use it? * Have you updated relevant policies? * How will you ensure your documentation is reviewed and updated as you gain new knowledge about the process over time? |
| **What actions do you need to complete in order to effectively document your new way of working?** |

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| **Measurement**   * How will you know if your performance and progress is maintained (e.g. continuing to measure performance over time using Run/SPC charts, periodic audits, data dashboards)? * How will you update this data? * Who will review this data and act if there are changes in performance? * How will you share this data with your team? |
| **What actions do you need to complete to measure ongoing performance of your change idea?** |

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| **Staff education, training, induction, and support**   * How will you integrate your change idea into ongoing staff education, training, induction and support? * How will you apply this to consider the needs of current team members, new team members and bank/temp staff? * Remember to include the whole MDT in these processes |
| **What actions do you need to complete to integrate your change into the team’s daily practice?** |

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| **Managing resources**   * Have you established what resources you will need to maintain performance? * If you require additional resources do you have any necessary senior approval? |
| **What actions do you need to complete to ensure you have the necessary resources to maintain performance?** |

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| **Socialising the change**   * How will you maintain engagement with your new way of working across the whole team? * If staff start to go back to old ways of working how will you re-engage them? * What actions have you already taken to support the engagement and leadership of this work across the whole team? |
| **Any outstanding actions to complete this area?** |