

Implementation Checklist

We implement when we have tested a change and know that it works and now we want to make it business as usual.

There are 5 key steps to successful implementation

Step 1: Standardisation:

List all the processes/ jobs/ tasks necessary to maintain the change idea. Make sure you align roles and responsibilities to each and how often they need done so everyone knows what is expected of them

Tasks	Who	Frequency	Tools required

Step 2: Documentation:

Make sure your change idea is clearly documented: What is it you are implementing?
(Documentation support e.g. checklists will be included in step 1)

What change are you implementing? (add as much detail as you can)

Step 3: Measurement

How will you know if the change you made is maintaining an improvement? Record details of what you are measuring. Who how often and what is your operational definition to ensure everyone measures the same thing?

(For more information on operational definition detail see measurement plan in QI tools on Quality improvement Zone)

Measure	Who	Frequency	Operational Definition

Step 4: Education

Training Resource	Staff (to be trained)	Frequency Daily weekly/ monthly / when required	Developed by

Step 5: Resources

How are the new ways of working (outlined in your standardisation and documentation above), being integrated into your staff education, induction and development training so they are clear as to the who, how and why of the change?