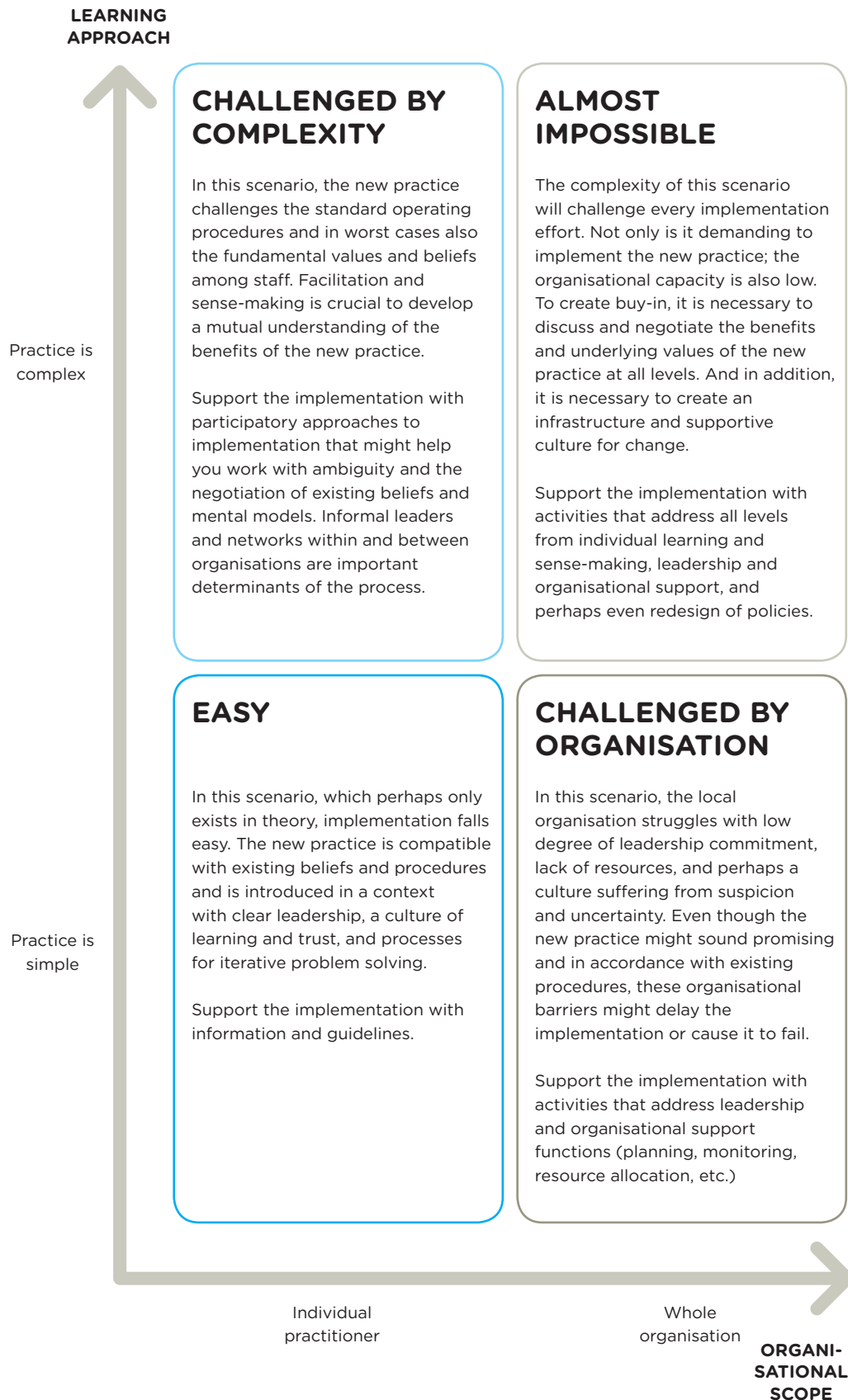


Varying degrees of intensity



A CHECKLIST FOR IMPLEMENTATION

A checklist may come in handy when engaging in an implementation process. The list is not absolute, but it gives hints and inspiration as to where to begin. The list is inspired by B. Powel et al. (2015) and outlines activities to support the development of implementation strategies that are tailored to specific practices and contexts.

EXTERNAL PROVIDER

01

IF YOU ARE...

...in charge of the implementation process as an **external provider** (purveyor).

02

CONSIDER TO...

- Assess for readiness and identify barriers and facilitators
- Tailor strategies to the context
- Redesign policies.

03

MAKE USE OF INSTRUMENTS LIKE...

Identify early adopters at the local site to learn from their experiences with the practice innovation.

Conduct educational outreach visits

Have a trained person meet with providers in their practice settings to educate providers about the innovation with the intent of changing the provider's practice.

Create a learning collaborative

Facilitate the formation of groups of providers or provider organisations and foster a collaborative learning environment to improve implementation of the innovation.

Stage implementation scale up

Phase implementation efforts by starting with small pilots or demonstration projects and gradually move to a system wide rollout.

COMPETENCE DEVELOPMENT

01

IF YOU ARE...

...responsible for an implementation process by means of **competence development**.

02

CONSIDER TO...

- Develop educational materials
- Conduct local consensus discussions
- Conduct ongoing training
- Make training dynamic.

03

MAKE USE OF INSTRUMENTS LIKE...

Audit and provide feedback

Collect and summarise performance data over a specified time period and give it to administrators to monitor, evaluate, and modify provider behaviour.

Provide supervision

Provide ongoing supervision focusing on the innovation. Provide training for supervisors who will supervise the staff who provide the innovation.

Provide facilitation

A process of interactive problem solving and support that occurs in a context of a recognised need for improvement and a supportive interpersonal relationship.

LOCAL LEADERSHIP

01

IF YOU ARE...

...responsible for engaging **local leadership** in an implementation process.

02

CONSIDER TO...

- Identify and prepare the future champions
- Identify and make alliances with ambassadors
- Inform local opinion leaders.

03

MAKE USE OF INSTRUMENTS LIKE...

Conduct cyclical small tests of change

Implement changes in a cyclical fashion using small tests of change before taking changes system-wide. Tests of change benefit from systematic measurement, and results of the tests of change are studied for insights on how to do better. This process continues serially over time, and refinement is added with each cycle.

Promote network weaving

Identify and build on existing high-quality working relationships and networks within and outside the organisation, organisational units, teams, etc. to promote information sharing, collaborative problem-solving, and a shared vision/goal related to implementing the innovation.

Obtain and use feedback

Develop strategies to increase end-user feedback on the implementation effort.

ORGANISATIONAL SUPPORT

01

IF YOU ARE...

...responsible for setting up **the organisational support** of the implementation process.

02

CONSIDER TO...

- Organise implementation team meetings
- Develop a formal implementation blueprint with scope, timeframe, milestones, measures and strategy.

03

MAKE USE OF INSTRUMENTS LIKE...

Purposely re-examine the implementation

Monitor progress and adjust practices and implementation strategies to continuously improve the quality of care.

Develop and organise quality monitoring systems

Develop and organise systems and procedures that monitor processes and/or outcomes for the purpose of quality assurance and improvement.