The EnTICE Checklist

Instructions

Completing the following check-list will help you come up with a concrete plan or blue-print for implementing your BP.

Why take the time to complete this checklist ?

Because the checklist will help you

- ✓ identify potential barriers and develop solutions
- ✓ identify key individuals that can help you promote the best practice
- ✓ gain support from management and leadership
- ✓ customize the BP to overcome implementation barriers
- ✓ develop effective strategies for getting your team on board
- ✓ determine whether you have succeeded

Remember, you can always stop working on the checklist and come back to it at a later point.

EnTICE TOOLKIT CHECKLIST

Step 1: Start in the Right Place

This checklist is designed to help you determine whether your Best Practice (BP) has the best chance of being adopted by your health care team.

- ☐ **Does the BP target an important problem**

- ☐ **Is the BP supported by evidence**
  [Click here to go to the 1.0 TOOL FOR JUDGING EVIDENCE WORKSHEET]

- ☐ **Is your Clinical team convinced the problem is important**
  [More details on how to get your team on board is provided in Step 6]

- ☐ **Does your clinical team possess the skills, resources and inclination to use your BP**
  [More details provided in Step 3]

- ☐ **Does the BP align with institutional policies**
  [See Step 3 worksheet 3.4]

Step 2: Pick a Change Team

This checklist will help you decide who the best people to get on your change team are. A change team is a team which may refine the chosen BP and that will help health care staff to implement this practice.

Complete the GET HELP worksheet using the following checklist [Click here to go to 2.0 GET HELP WORKSHEET]:

- ☐ **List all professions/disciplines involved in delivering the BP to your patient**
  [2nd column, Section A]

- ☐ **Pick individual members from each discipline who will be helpful**
  [4th column, Section A]

- ☐ **Decide on how many people you want to be on your change team**
  [See section B]

- ☐ **Pick your "dream team" to invite to participate**
  [Section C and D]

Step 3: Plan for Success

This checklist will help you scan your environment and build a plan for your BP.

☐ **Develop a vision statement**
[Click here to go to 3.0 VISION STATEMENT WORKSHEET]

☐ **List all stages required to implement your BP**
[Click here to go to the 3.1 BUILD A PLAN WORKSHEET]

☐ **Identify resources needed in order to implement your BP and determine if they are available**
[Click here to go to the 3.2 ENVIRONMENTAL SCAN RESOURCE WORKSHEET]

☐ **Assess how open to change your clinical team is**
[Click here to go to the 3.3 ENVIRONMENTAL SCAN CLINICAL TEAM WORKSHEET]

☐ **Review institutional and governmental policies and agencies that may affect the implementation of your BP**
[Click here to go to the 3.4 ENVIRONMENTAL SCAN POLICIES & REGULATIONS WORKSHEET]

☐ **Pick an outcome to measure the success of your BP**
[Click here to go to the 3.5 HOW TO PICK AN OUTCOME MEASURE WORKSHEET]

☐ **Define your outcome measure as SMART**
[Click here to go to the 3.6 SMART PRIMARY OUTCOME WORKSHEET]

Step 4: Customize Your BP for your Setting

One size does not fit all - customize your BP so that it works in your clinical setting.

- ☐ **List all components of your BP and record any barriers to implementing that component**
  <Click here to go to 4.0 BP COMPONENTS & BARRIERS WORKSHEET>

- ☐ **Customize the component either by modifying it or altering its environment**
  <Click here to go to 4.1 CUSTOMIZING YOUR BP WORKSHEET>

- ☐ **Decide whether your proposed modifications still make sense to the original BP**

- ☐ **After completing worksheets 4.0 and 4.1 on your own, review them with your change team**

Step 5: Get the Boss on Board

Management support is critical for any initiative to succeed.

Before presenting your BP to management, document the degree to which the clinical problem you are targeting is

- ☐ **Common   (document frequency)**

- ☐ **Serious   (document mortality / morbidity stats)**

- ☐ **Preventable (document the single best study supporting your BP)**
  <Click here to go to 5.0 JUSTIFY YOUR BP WORKSHEET>

- ☐ **If your BP complements your organization's current initiatives/priority projects, describe how it fits**
  <Click here to go to 5.1 YOUR BP & CURRENT INITIATIVES WORKSHEET>

- ☐ **If not, describe how your BP can fill the gap between your organization's current initiatives and their mission/values**

Your ultimate tool for communicating with management is the "Business Case"

For more in-depth formal preparation - <Click here to go to 5.2 BUSINESS CASE WORKSHEET>

Step 6: Get your Team on Board

Sending an email and putting up posters is not enough!

☐ **Assess your clinical team's readiness for change and identify the implementation barriers around your BP components**
<Click here to go to 6.0 IMPLEMENTATION BARRIERS WORKSHEET>

☐ **Select an implementation strategy or several implementation strategies based on the implementation barrier and target group**
<Click here to go to 6.1 TYPES OF IMPLEMENTATION STRATEGIES TABLE>

☐ **Break down the selected implementation strategy into 'Action Steps' and identify each step's owner(s) and due dates (Note: Each implementation strategy requires its own worksheet)**
<Click here to go to 6.2 IMPLEMENTATION STRATEGY PLANNING WORKSHEET>

Step 7: Monitor, Modify, Evaluate & Celebrate

"Nothing is a waste of time if you use the experience wisely." - Auguste Rodin

☐ **Monitor the progress of your implementation plan by breaking down each stage into "Action Items", assigning task owners, due dates, and check-in dates for status updates**
<Click here to go to 7.0 MONITOR YOUR PROGRESS WORKSHEET>

☐ **Make appropriate modifications to your implementation stages by recording unforeseen barriers, possible modifications, successes, mishaps, and lessons learned**
<Click here to go to 7.1 MODIFY YOUR PLAN WORKSHEET>

☐ **Evaluate the success of your implementation plan (see Step 3 Plan for Success and the "Lessons Learned" column in Worksheet 7.1)**
<Click here to go to 7.2 PROGRAM EVALUATION WOKSHEET>

☐ **Take the time to celebrate your accomplishments with your change team!**
<Click here to go to 7.3 CELEBRATE WORKSHEET>