

Evaluation Plan

Adapted from: Registered Nurses' Association of Ontario & St. Elizabeth Health Care (2007). *Best Practice Guideline Implementation: Project Plan*. Toronto, Canada: Registered Nurses' Association of Ontario & St. Elizabeth Health Care. (RNAO ©)

Step	Actions	By who	By when	Resources needed	Progress measures
Identification of monitoring processes Quantitative and qualitative Establish baseline Set measures to monitor progress	<i>Examples:</i> <i>Education on audit tools for unit/dept reps</i> <i>Gather baseline data before launch date</i>				
Frequency and timing of data collection How, when, where will data be collected	<i>Examples:</i> <i>Collect checklists weekly – ICU and operating theatre</i>				
Feedback schedule Level of feedback (individual, team, organisation) Data comparisons Timing and frequency of feedback Method of feedback (presentations, email, etc)	<i>Examples:</i> <i>Display progress for each unit prominently</i> <i>Display progress compared to baseline</i> <i>Monthly progress on posters and Intranet</i> <i>Monthly update to exec – email with graphs attached</i>				
PDSA Study results from pilot Proceed to widespread implementation Report and respond to results	<i>Examples:</i> <i>Trial on 1 unit</i>				
Celebrate short term wins Plan for celebration to mark milestones.	<i>Examples:</i> <i>Afternoon tea with exec for first unit to reach target</i> <i>Spread results across hospital with FYI email</i> <i>Profile in patient & staff newsletter</i>				