Evaluation plan

Adapted from Registered Nurses’ Association of Ontario (RNAO, 2002)

Toolkit: *Implementation of Clinical Practice Guidelines (© RNAO)*

<table>
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<tr>
<th>Step</th>
<th>Actions</th>
<th>By who?</th>
<th>By when?</th>
<th>Resources needed</th>
<th>Progress measures</th>
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</table>
| Identification of monitoring processes | Examples: Education on audit tools for unit/dpt reps  
Gather baseline data before launch date                                       |         |          |                 |                   |
| Frequency and timing of data collection | Examples: Collect checklists weekly – ICU and operating theatre                                                                  |         |          |                 |                   |
| Feedback schedule                   | Examples: Display progress for each unit prominently  
Display progress compared to baseline  
Monthly progress on posters and Intranet  
Monthly update to exec – email with graphs attached |         |          |                 |                   |
| PDSA                                | Examples: Trial on 1 unit                                                                                                               |         |          |                 |                   |
| Celebrate short term wins           | Examples: Afternoon tea with exec for first unit to reach target  
Spread results across hospital with FYI email  
Profile in patient and staff newsletter |         |          |                 |                   |