# Implementation action plan

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Actions</th>
<th>By who?</th>
<th>By when?</th>
<th>Resources needed</th>
<th>Progress measures</th>
</tr>
</thead>
</table>
| **Decide specific implementation processes and strategies**  
- who will be responsible for what actions  
- when each action will occur  
- the resources required  
- measures will be used to monitor progress (see phase five).  
See also phase two – Solutions | Examples:  
- develop education material  
- make room bookings  
- order patient information sheets | 1/10 | Printing  
- Admin support |
| **Develop communication plan***  
How will information be communicated  
When/how often information will be communicated  
See stakeholder phase* | Examples:  
- Set a launch date  
- Formulate a “brand” or logo  
- Fortnightly data emails  
- Update intranet  
- fortnightly Newsletter template | | |
| **Risk assessment of action plan**  
Trouble shoot plan to identify barriers  
List strategies to overcome barriers to implementation process | Examples:  
- Short staffing over winter mitigate by... | | |
| **Identification of monitoring processes**  
Establish baseline  
Set measures to monitor progress.  
See evaluation phase* | Examples:  
- Education on audit tools for unit/dpt reps  
- Gather baseline data before launch date | | audit tools  
pt surveys |
| **Approval of implementation plan**  
Implementation plan and tools approved by relevant management/executive | Example:  
- Exec team member to discuss plan and resources/support required at exec management group | | |
| **PDSA**  
Conduct pilot  
Study results from pilot  
Proceed to widespread implementation  
Report and respond to results | Example:  
- Ensure all tools available for pilot | | |