Implementation checklist

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| No. | Area | Activity/task | Completed |
| Pre work | | | |
| 1 | Create team | * Identify project champion/lead |  |
| 2 | * Identify/create project team |  |
| 3 | Create buy-in | * Identify stakeholders |  |
| 4 | * Share project details with stakeholders to create buy-in |  |
| 5 | * Share project information with staff and residents |  |
| 6 | * Communicate with prescriber and share materials (Letter to prescribers) |  |
| 7 | Agree on process | * Discuss the decision-support tool with prescriber and agree on the process of communication and documentation |  |
| Prepare | | | |
| 8 | Measurement | * Use the data-collection template or existing resident management system to collect data related to outcomes, processes and balancing measures |  |
| 9 | * Establish baseline |  |
| 10 | * Agree on an ongoing data collection plan |  |
| 11 | * Agree on the format and frequency of the reporting of data |  |
| 12 | Education | * Conduct an education session for staff on UTIs and the use of antibiotics |  |
| 13 | Resources | * Make decision-support tool available |  |
| 14 | * Gather all the necessary resources |  |

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| **Testing:** It is highly recommended that, once the process steps to manage suspected UTI have been agreed, the project team test the entire process on a suspected UTI incident or a few incidents. Testing will include going through the decision-support tool and completing the steps and reviewing the prescription and documentation. The project team can make necessary changes to the process according to the outcomes of this testing. | | | |
| 15 | Test process | * Test the entire process on a few residents and make necessary changes to the process steps |  |
| Update and implement | | | |
| 16 | Update | * Update policies and relevant documents |  |
| 17 | * Update relevant documents when staff roles and responsibilities change |  |
| 18 | Implement | * Apply the interventions and agreed process to all suspected UTI episodes |  |
| 19 | Ongoing monitoring and reporting | * Capture data on process and outcomes on an ongoing basis |  |
| 20 | * Share report with relevant governance groups |  |