Implementation checklist

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| No. | Area | Activity/task | Completed |
| Pre work |
| 1 | Create team | * Identify project champion/lead
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| 2 | * Identify/create project team
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| 3 | Create buy-in | * Identify stakeholders
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| 4 | * Share project details with stakeholders to create buy-in
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| 5 | * Share project information with staff and residents
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| 6 | * Communicate with prescriber and share materials (Letter to prescribers)
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| 7 | Agree on process | * Discuss the decision-support tool with prescriber and agree on the process of communication and documentation
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| Prepare |
| 8 | Measurement | * Use the data-collection template or existing resident management system to collect data related to outcomes, processes and balancing measures
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| 9 | * Establish baseline
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| 10 | * Agree on an ongoing data collection plan
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| 11 | * Agree on the format and frequency of the reporting of data
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| 12 | Education | * Conduct an education session for staff on UTIs and the use of antibiotics
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| 13 | Resources | * Make decision-support tool available
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| 14 | * Gather all the necessary resources
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| No. | Area | Activity/task | Completed |
| **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
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| Update and implement |
| 16 | Update | * Update policies and relevant documents
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| 17 | * Update relevant documents when staff roles and responsibilities change
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| 18 | Implement | * Apply the interventions and agreed process to all suspected UTI episodes
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| 19 | Ongoing monitoring and reporting | * Capture data on process and outcomes on an ongoing basis
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| 20 | * Share report with relevant governance groups
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