

IMPLEMENTATION PLAN (SAMPLE)

1. Organizational Awareness and Approval

- Identify key stakeholders and committees needed to approve the initiative and policy.
- Obtain buy-in; begin to get included in meeting agendas for approval.
- Update various key stakeholders and leadership.
- Finalize implementation date – “Go Live” date. California hospitals are encouraged to adopt the standardized emergency codes by January 1, 2010.
- Approve policy and implementation plan.

2. Documents and Materials Procurement

- Develop training forms and communication materials and obtain organizational approval for forms if necessary.
- Work with materials management to have the necessary posters, phone stickers, badge buddies and other materials available prior to the “Go Live” date.
- Maintain a surplus supply of materials for post “Go Live” date needs.

3. Communication Plan

- Draft a letter from the CEO or other senior leadership to physicians and staff.
- Publish articles for the employee newsletter.
- Create e-mails and send to the staff periodically leading up to the “Go Live” date.
- Distribute posters for training.
- Distribute badge buddies to trainers.
- Update new hire orientation education materials.
- Identify and set up briefings for external providers (e.g., fire, EMS, etc...)

4. Educations & Training Plan

- Identify trainers and schedule train-the-trainer sessions.
- Familiarize yourself/trainer with training content and tools (PowerPoint presentation, emergency codes document, policy, training competency).
- Identify session preferences (e.g., day/time/length) for medical and patient care staff/units, managers, practice councils and quality groups.
- Schedule presentations with various groups within the hospital like physicians, nursing practice council, etc...
- Schedule meetings with managers and educators.
- Schedule in-service for staff to update on new emergency codes.
- Share new emergency codes at staff meetings, safety meetings, and all new hospital personnel orientation meetings.

5. Two Weeks Before Roll Out – “Go Live” Date

- Send a reminder e-mail to all trainers to make copies of the various handouts for their staff.
- Check with unit managers of possible questions/issues that may have arisen.
- Make sure that all units are well stocked with educational and implementation materials for their staff.

6. Follow-up and Evaluation

- Assign a point person for questions/issues during implementation and the following month.
- Conduct informal oral surveys to determine staff knowledge using management rounding or other existing feedback mechanisms.
- Check key areas six months post implementation to assess how well the changes have been integrated.
- Communicate progress to leadership.