Implementation Module Handouts

Use these handouts to help your team implement the Safety Program in Perinatal Care. For each tool, follow the actions listed to develop information to fill in the tables.

# Hospital AIM Team Staff List

Actions:

Select members for a multidisciplinary Hospital AIM Team (you may have already completed this).

Ensure representation from different leadership levels.

Ideally, include one member with experience in performance improvement.

| Hospital AIM Team Member Name & Work Role | Hospital AIM Team Responsibilities |
| --- | --- |
| (enter here) | (enter here) |
| (enter here) | (enter here) |
| (enter here) | (enter here) |
| (enter here) | (enter here) |

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# Key Supporters/Stakeholders

Actions:

* Identify supporters who could contribute significantly to the Implementation plan.
* Ask key supporters to review your Action Plan and provide input.
* Modify Action Plan based on input, as needed.

| Supporter/Stakeholder Name | Resources They Must Provide | Reviewed Action Plan (Y/N) |
| --- | --- | --- |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |

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# Barrier Analysis

Actions:

Imagine you are 1 year in the future…

eModule Implementation and tool adoption have failed.

* + What were the reasons for or causes of the failure?
  + In the first table below, identify all the reasons you think your project could have failed on your unit.
  + Pick two or three items that are your biggest concern. What would you do differently?

eModule implementation and tool adoption have gone exceedingly well.

* + What went right?
  + In the second table below, identify all the reasons you think your project succeeded.
  + Pick two or three items that do not *currently* represent the ideal. What do you need to do differently?

In the third table below, identify your top three concerns, possible interventions, and people responsible for implementing them.

| Failure Reason  What could have been the cause? | Level of Concern  1 = lowest to 5 = greatest | Action Steps To Prevent Failure  What can be done differently? |
| --- | --- | --- |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |

| Success Reason  What could have been the cause? | Ideal Proximity  1 = presently ideal to 5 = far from ideal | Action Steps To Prevent Failure  What can be done differently? |
| --- | --- | --- |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |
| (enter here) | (enter here) | (enter here) |

| Top Three Concerns | Proposed Intervention(s) | Person Responsible |
| --- | --- | --- |
| 1. | (enter here) | (enter here) |
| (enter here) | (enter here) |
| (enter here) | (enter here) |
| (enter here) | (enter here) |
| (enter here) | (enter here) |
| 2. | (enter here) | (enter here) |
| (enter here) | (enter here) |
| (enter here) | (enter here) |
| (enter here) | (enter here) |
| (enter here) | (enter here) |
| 3. | (enter here) | (enter here) |
| (enter here) | (enter here) |
| (enter here) | (enter here) |
| (enter here) | (enter here) |
| (enter here) | (enter here) |

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# Communications & Tracking Plan

Actions:

Gather names and roles of the frontline staff members who need to participate in training.

Identify goals for communication with this group (e.g., frequency, type of content).

Determine how you will communicate (e.g., email, presentations, huddles, reports, bulletin boards).

|  |  |
| --- | --- |
| Planning Questions | Answers |
| Who will be required to complete the eModules and participate in Facilitation Sessions? | (enter here) |
| What information must you communicate to your target audience (e.g., dates, times, training rationale, etc.) | (enter here) |
| What methods will you use to communicate with your target audience? | (enter here) |
| When (e.g., how often, when will reminders be timed) will you communicate with your target audience? | (enter here) |
| How will you track your audience’s completion of the eModules and attendance at facilitation sessions? (e.g., faith-based? email screen shots of completed modules? attendance sheets at sessions?) | (enter here) |

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# Facilitation Session Planning

Actions:

Determine training schedule for eModules and in-person sessions.

| Planning Questions | Answers |
| --- | --- |
| Who will be required to attend the Facilitation Sessions? | Frontline Staff; recommended limit of 15 people per session. List specialized or other roles here. How many people will need to attend? |
| What skills will you train during each facilitation session? | Follow the recommended schedule in your Facilitator Guide. Note any deviations here. |
| Where will facilitation sessions be held? (e.g., on site, off site, specific room) | Make sure there is sufficient space for role play and number of attendees. |
| How many Facilitation Sessions do you need to schedule to accommodate your staff? What time(s) of day will these sessions be held to best accommodate all staff schedules? | (enter here) |
| How will you conduct Facilitation Sessions? How will you group participants for practice? How many tools will you cover during each Session? | Keep facilitation sessions interactive. Use strategies like Think-Pair-Share, Group Role-Play, etc. Consult the recommended rollout schedule in your Facilitator Guide for which tools to cover at each session. |
| What scenario will you use to set the stage for audience practice with each tool? | (enter here) |
| What other logistic issues do you need to consider? | (enter here) |

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# Implementation Plan Summary

| Step | Lead | Goal Completion Date | Required Resources |
| --- | --- | --- | --- |
| 1. Who:   * + Will staff your Hospital AIM Team? | (enter here) | (enter here) | (enter here) |
| * + Are your key supporters? | (enter here) | (enter here) | (enter here) |
| 2. Identify your AIM clinical bundle(s) for implementation | (enter here) | (enter here) | (enter here) |
| 3. Establish a plan:   * + For eModule rollout with timeframes | (enter here) | (enter here) | (enter here) |
| * + For evaluating your success | (enter here) | (enter here) | (enter here) |
| 4. Conduct a Barrier Analysis to eModule rollout | (enter here) | (enter here) | (enter here) |
| 5. Develop a communication and tracking plan for eModule rollout | (enter here) | (enter here) | (enter here) |
| 6. Plan your Facilitation Sessions | (enter here) | (enter here) | (enter here) |
| 7. Finalize your implementation plan and schedule rollout timelines | (enter here) | (enter here) | (enter here) |

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