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.