

## Evidence-Based Project Action Plan

Date: \_\_\_\_\_

Team: \_\_\_\_\_

Unit: \_\_\_\_\_

Goal: (Identify rationale for practice change, outcomes to be achieved)

Process	Action Steps	Accountable Person(s)	Completion Dates	
			Projected	Actual
Identify EBP/Research Topic	<p>1.) Topic is elicited from _____ (problem trigger, knowledge trigger) identified by _____ (committee, individual, research)</p> <p>2.) Priority of topic has been established by _____ (committee, strategic plan, benchmark data) and approved by _____ (Director).</p> <p>3) Preliminary literature review completed to establish adequate body of knowledge.</p> <p>4) Contact key stakeholders to obtain their support. (Medical Director, Committee Chair, Educator)</p>			

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			Projected	Actual
Find and critique the evidence	<ol style="list-style-type: none"> <li>1.) Complete electronic search.</li> <li>2.) Critique the articles.</li> <li>3.) Complete summary of literature review.</li> </ol>			
Determine if there is enough evidence to guide practice	<ol style="list-style-type: none"> <li>1.) Evaluate strength of evidence.</li> <li>2.) Contact additional experts as necessary.</li> <li>3.) Complete IRB proposal if conducting research.</li> <li>4.) Draft/revise policy/procedure using supported evidence.</li> </ol>			
Form a team to support implementation and evaluation of evidence-based project	<ol style="list-style-type: none"> <li>1.) Identify and invite individuals (interdisciplinary) to participate.</li> <li>2.) Establish dates, times and locations for meetings.</li> <li>3.) Establish team meeting roles (recorder) and methods for ongoing communication to key stakeholders</li> </ol>			

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Pilot the change in practice in one unit/small number of patients	1.) Select and collect outcome and process indicator data.			
	2.) Revise systems (documentation) to support practice change.			
	3.) Develop education plan/practice prompts <ul style="list-style-type: none"> <li>• Quick reference guides</li> <li>• Patient education forms</li> <li>• Decision trees</li> </ul>			
	4.) Develop plan for pilot study <ul style="list-style-type: none"> <li>• Identify pilot unit/patients</li> <li>• Determine length of trial</li> <li>• Obtain Administrative approval</li> </ul>			
	5.) Educate staff.			
	6.) Collect and analyze outcome and process data.			

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			Projected	Actual
Institute the evidence-based practice changes into practice beyond pilot unit.	1.) Identify units, patient populations to extend evidence-based practice.			
	2.) Committee approval of refined/revised policy and procedure standards			
	3.) Select Department Change Champions.			
	4.) Complete education plan <ul style="list-style-type: none"> <li>• Plan for education of new staff</li> <li>• Need for annual education</li> <li>• Competency evaluation</li> </ul>			
	5.) Develop communication plan <ul style="list-style-type: none"> <li>• Staff Meetings</li> <li>• Committee Meetings</li> <li>• Newsletters</li> <li>• ICare Web Site</li> </ul>			
	6.) Plan baseline data collection <ul style="list-style-type: none"> <li>• Data Source</li> <li>• Collection</li> <li>• Frequency</li> <li>• Tool</li> </ul>			

Process	Action Steps	Accountable Person(s)	Completion Dates	
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Evaluate the change in practice.	1.) Data Collection			
	2.) Data Entry			
	3.) Data Analysis			
	4.) Data Feedback <ul style="list-style-type: none"> <li>• Graphs</li> <li>• Frequency</li> <li>• Communication (departments, committees)</li> </ul>			

12/09