

Sample Implementation Planning Template

	Activity	Start Date	Target Finish Date	To be carried out by	Status/Comments
1.0	Facility Preparedness				
1.1	Complete Facility Level Situation Assessment				
1.2	Appoint coordinator				
1.3	Identify key individuals and groups				
1.4	Establish hand hygiene committee to oversee implementation				
1.5	Review the minimum recommended requirements for implementation				
1.6	Develop communications plan				
1.7	Agree on hospital-wide versus phased unit-based implementation				
1.8	Complete Product Placement Tool				
1.9	Select alcohol-based hand rub products				
1.10	Plan hand care protection program				
1.11	Establish process for collecting and analyzing observational data				
1.12	Identify trainers and observers				
1.13	Arrange a date and venue to undertake observer and trainer training				
1.14	Develop system to collect data on costs				
1.15	Ensure necessary funds are available for purchase of alcohol-based hand rub				
1.16	Complete and obtain sign off on implementation plan				
1.17	Assign roles to ensure project task completion: <ul style="list-style-type: none"> • Occupational Health and Safety • Risk Management • Quality and Patient Safety • Housekeeping • Environmental services/facilities 				

For more information, please contact handhygiene@oahpp.ca or visit publichealthontario.ca/JCYH

Pour obtenir plus de renseignements, veuillez communiquer avec handhygiene@oahpp.ca ou consulter publichealthontario.ca/LVLM

Sample Implementation Planning Template

	Activity	Start Date	Target Finish Date	To be carried out by	Status/Comments
	<ul style="list-style-type: none"> • Unit based health care providers: <ul style="list-style-type: none"> • nurses • physicians • allied health professionals • personal care assistants • management • transporters Purchasing Infection Control Professionals Communications				
1.18	Agree on a method for securing support from key individuals and groups				
1.19	Prepare a letter for distribution to senior managers seeking their support for program				
2.0	Baseline Evaluation				
2.1	Complete senior and middle management perception survey (baseline)				
2.2	Complete health care providers perception survey (baseline)				
2.3	Complete unit structure survey (baseline)				
2.4	Collect soap and hand rub consumption data (monthly)				
2.5	Complete hand hygiene observations (baseline)				
2.6	Complete health care providers knowledge survey (baseline)				
2.7	Input data				
2.8	Analyze data				
2.9	Write report				
2.10	Schedule health care provider education and training				

Sample Implementation Planning Template

	Activity	Start Date	Target Finish Date	To be carried out by	Status/Comments
2.11	Procure and install hand hygiene products and equipment				
3.0	Implementation				
3.1	Launch program and communications plan				
3.2	Feed baseline data and analysis back to health care providers				
3.3	Distribute posters and promotional materials				
3.4	Develop process for distribution of patient pamphlets				
3.5	Educate and provide practical training for health care providers				
3.6	Install lotion				
3.7	Hold regular review meetings				
4.0	Follow up evaluation				
4.1	Complete senior and middle managers perception survey (follow-up)				
4.2	Complete health care providers perception survey (follow-up)				
4.3	Complete unit structure survey (follow-up)				
4.4	Complete hand hygiene observations (follow-up)				
4.5	Complete health care providers knowledge survey (follow-up)				
4.6	Complete facility Situation Analysis (follow-up)				
4.7	Collect MRSA and VRE HAIs				
4.8	Collect cost information				
4.9	Input data				
4.10	Analyze data				
5.0	Ongoing action plan and review cycle				
5.1	Review all results				

Sample Implementation Planning Template

	Activity	Start Date	Target Finish Date	To be carried out by	Status/Comments
5.2	Prepare report of the findings				
5.3	Present findings to senior and middle management				
5.4	Present findings to health care providers				
5.5	Present findings to Board of Directors				
5.6	Develop an action plan for the next five years				
5.7	Implement education of patients/visitors				
5.8	Provide feedback to Ministry on implementation process and materials				