Template for Planning the Implementation of a Standardized Operating Protocol
*** Refer to Implementation Guide for Details of Each Step ***

Steps in the Process	Examples, Options and Prompts	Your Plan
Preliminary activities		
Secure senior leadership commitment	Administration; Clinical leaders including "frontline" managers	
Form and convene a project team	Coordinator; leaders; clinical staff; patient/family representatives	
Define and communicate goals and objectives	What is the problem? Which SOP? Why now? What is success?	
Develop a detailed work plan		
Relationship to existing processes	Integrate into existing processes (this is preferred) or "add-on"	
Task list; time line; responsibilities; deliverables	Choose level of detail. Must assign responsibilities. Consider burden.	
Map the new process and conduct risk assessment	This is like a Pilot Test on paper: low risk; high value.	
Pilot test the new process		
Select location, patient population, time frame	May be a single clinical unit or clinical specialty	
Define and implement useful and feasible evaluation tools	Process or outcome measures? Questionnaires? Who will collect data?	
Assess and respond to results. Communicate results and recs.	Are any adaptations needed? Why?	
Spread the new process to full implementation	All at once or sequentially?	
Train the staff who will do the new process	Use staff (and patients/family, if possible) who were in the pilot test.	
Implement evaluation tools for the "early days"	Simple process measures work best here. Post results.	
Add tools to evaluate and manage the process	This can evolve over time. Learn and do Event Analysis.	
Communicate and celebrate	Formal and informal reporting; ongoing feedback	

The Medication Reconciliation Implementation Guide can be found at: http://www.who.int/patientsafety/implementation/solutions/high5s/h5s-guide.pdf?ua=1

The Correct Site Surgery Implementation Guide can be found at: http://www.who.int/patientsafety/implementation/solutions/high5s/css-guide.pdf?ua=1

World Health Organization