

Tool 4 – Implementation Planning Tool

Implementation is a key requirement for Guideline Groups and completed published guidelines must include an implementation plan. Groups should fill out the template provided on the following page, listing specific actions that are required for implementation, and linking them to: guideline recommendations (a number of recommendations can be grouped together, where appropriate); who is ultimately responsible for leading the action; the expected timeframe for completion; and the measure/indicator that will be used to verify that the recommendation has been fully implemented. These are described in greater detail below.

Explanatory notes for implementation plan

- **Guideline recommendation/number:** This refers to the specific guideline recommendation(s) which the action/intervention aims to achieve. One action may address several recommendations, e.g. training programme or additional staff. Ensure all guideline recommendations are included in the implementation plan.
- **Barriers and enablers:** Identify the barriers and enablers for implementing this recommendation. Completing the 'Implementation Enablers and Barriers: Assessment Tool' in Tool 3 will help you to complete this section. Note that some barriers and enablers will be common to multiple recommendations. Consider capability, opportunity and motivation, which influence behaviour.
- **Action/intervention/task to implement recommendation:** This is the specific high-level action, intervention or task which is needed to implement the guideline recommendation(s). Determine the actions, interventions or tasks that are effective and best suited to address the identified needs and barriers. The actions, interventions or tasks should specify the change required to current practice, i.e. who needs to do what differently for this recommendation to be implemented effectively.
- **Lead responsibility for delivery of the action/intervention/task:** Many actions, interventions or tasks are carried out by multidisciplinary teams and multiple stakeholders. This column should be used to specify the lead group/unit/organisation responsible for implementing the action/intervention/task. Ensuring that these stakeholders are on your Guideline Group from the beginning will help to ensure that the guideline recommendations are implementable.
- **Timeframe for completion:** Specify the timeframe you expect for full implementation of this action, intervention or task within the three years following publication. For additional detail, the quarter (Q1, Q2, Q3, or Q4) can also be added. It is useful to spread these out over the 3 years. Some interventions may be dependent on additional funding and can be denoted as such. The guideline is updated after 3 years, with a new implementation plan.
- **Expected outcome and verification:** Specify the expected outcome and how you will verify or measure it, i.e. how will you know when the recommendation has been fully implemented? How will you know if the expected outcome has been achieved? Use existing data/measurement sources where available.
- Allowing **adequate and appropriate time for planning how clinical guidelines will be implemented is a crucial implementation enabler**, enabling those who are driving the change to map out the implementation process and provide a course of action to address any potential challenges.

Implementation of the overall guideline

While the implementation plan is specific to the individual recommendations in the guideline, some actions will assist with guideline implementation as a whole. These include establishing an implementation team; developing a dissemination and communication plan and developing specific implementation tools and resources. In the boxes below, please give a high-level description of how these actions will be incorporated into the implementation of your guideline:

Implementation team: Describe the structure and governance of your implementation team, outline process for risk identification and management, list your implementation team members and specify meeting frequency. Outline planned training and capacity building for team members.

Dissemination and communication plan: Describe your communications strategy and dissemination plan for distributing, sharing, promoting and applying guideline recommendations e.g. reporting schedule, publications/articles, presentations, awareness-raising activities, media, knowledge transfer, collaboration and networking.

Implementation tools: List the supporting tools and resources developed to support this guideline/project and where these tools can be accessed, e.g. materials on website, patient information leaflets, training linked to CPD, e-learning, podcasts, study days, research, checklists, audit tools, monitoring and reporting processes, seminars, conference, patient pathways, toolkits, algorithms, teaching aids, presentations.