## **Sample Sustainability Action Plan**

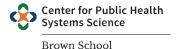
We developed an example of an action plan for the Monitoring & Evaluation domain to give you some direction as you write your own plan

## Monitoring & Evaluation: Assessing the practice to inform planning and document results.

**SMART Objective**: By July 31 2020, complete evaluation of new hand washing practice:

- 1. 85% of clinical staff will complete a one-month follow-up survey evaluating their knowledge, beliefs, and compliance related to a new evidence-based hand hygiene practice.
- 2. Unit Champions will compile observations, questions, and issues from staff and send to Leadership/Implementation Team.

| Steps to achieve objectives:   | Who will do the   | What does success look like?   | What nonfinancial                                      | Due date  |    |                      |    |
|--|---|--|--|---|----|----------------------|----|
| [Be very specific and include important substeps. Anyone should be able to pick up   | work? [Who will ultimately                              | [What metrics will you use to track progress on the completion of          | resources are needed for this step? Where              | [In the appropriate quarter,  |    |                      |    |
| this document and understand what needs to happen in order to reach your objective.]   | ensure the work gets finished?]                         | each step? How will you know it's time to move on to the next step?]       | will they come from?                                   | enter a specific date by which<br>the activity must be<br>completed.] |    |                      |    |
|  |   |  |  | Q1  | Q2 | Q3                   | Q4 |
| <ul> <li>1. Determine information needed from staff, types of survey questions to include, how to administer the survey, and timeline for completion.</li> <li>Independently research and brainstorm key information to collect, questions to include, and how to administer the assessment.</li> <li>Identify and consult any key additional</li> </ul> | Evaluation Team,<br>insight/approval from<br>Leadership | Overall survey content, administration method, and timeline are determined | Meeting space and time, survey best practices research |   |    | March<br>15,<br>2020 |    |
| <ul><li>staff members for insight.</li><li>Hold Evaluation Team meeting to discuss survey content and administration.</li></ul>  |   |  |  |   |    |                      |    |

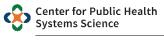




| Hold Leadership/Evaluation Team meeting<br>for feedback and approval.   |  |   |   |  |                      |  |
|---|--|---|---|--|----------------------|--|
| 2. Develop one-month follow-up survey.  Research survey development  Send draft(s) to Leadership for feedback   | Evaluation Team,<br>insight/approval from<br>Leadership, feedback<br>from pilot participants | One-month follow-up survey finalized for implementation | Software to develop<br>survey, meeting<br>space, survey<br>development best<br>practices research |  |                      |  |
| <ul> <li>Identify individuals to pilot/review survey and send survey draft(s) to them</li> <li>Schedule meeting(s) to discuss proposed edits</li> </ul>   |  |   |   |  | April<br>10,<br>2020 |  |
| Refine survey as needed and continue to test  |  |   |   |  |                      |  |
| <ul><li>3. Develop additional evaluation materials</li><li>a) Participant tracker sheet (if not included as part of survey software)</li><li>b) Language introducing survey (via email and staff meeting)</li></ul> | Evaluation Team  | Evaluation materials are finalized                      | Survey participation incentive, software to develop all additional materials                      |  | April                |  |
| c) Survey reminders and progress reports (via email and staff room reminder board) d) Participation incentive (treat for staff if meet goal of 85% completion rate)   |  |   |   |  | 20,<br>2020          |  |



| <ul> <li>4. Hold meeting with Unit Champions to request their help with evaluation.</li> <li>Prepare for meeting by researching best practices for collecting qualitative data via Unit Champions</li> <li>Provide Champions with background information on hand washing practice implementation and evaluation progress so far</li> <li>Request that Champions support implementation and evaluation process by being available to staff (to take questions, etc.) and by making their own observations</li> <li>Get feedback from Champions and together determine best methods for them to collect observations/concerns regarding the new practice.</li> </ul> | Evaluation Team, Unit<br>Champions      | Plan for Unit Champions to collect qualitative feedback regarding the new practice is finalized. | Best practices literature on obtaining feedback via Unit Champions, meeting space and time |  | April<br>30,<br>2020 |  |
|--|---|--|--|--|----------------------|--|
| <ul> <li>5. Introduce follow-up survey and Unit Champions as resource at staff meeting</li> <li>Request meeting time/agenda item from Leadership</li> <li>Develop brief presentation introducing evaluation process and emphasizing the importance of participation (plus incentive for participation)</li> <li>Send follow-up email outlining the presentation's key points and evaluation timeline (and provide contact for any questions)</li> </ul>  | Evaluation Team,<br>Leadership approval | Presented on evaluation process and importance to staff and provided contact for any questions   | Hand-outs for staff meeting, staff meeting time  |  | May<br>10,<br>2020   |  |



| <ul> <li>6. Hold meeting with Unit Champions for final prep</li> <li>Review established process for collecting feedback</li> <li>Address any remaining questions/concerns</li> </ul>   | Evaluation Team, Unit<br>Champions                             | Reviewed evaluation process and Unit Champions' role   | Meeting space and time                  |  | May<br>15.<br>2020 |                 |
|--|--|--|---|--|--------------------|-----------------|
| <ul> <li>6. Administer evaluation (along with method for tracking participation if not included with evaluation administration software)</li> <li>Send survey link via email to staff</li> <li>Post survey reminder/timeline of staff board</li> <li>Email staff explaining Unit Champions are available as a resource and will be collecting questions/feedback regarding the new practice</li> </ul> | Evaluation Team  | All staff members are contacted to complete survey and reach out to Unit Champions to provide additional comments/concerns | Staff contact information               |  |                    | June 1,<br>2020 |
| Provide reminders, document participation, update staff on progress, and follow-up with champions as needed  |  |  |   |  |                    |                 |
| <ul> <li>7. Compile results from survey/ Champions and create presentation for staff</li> <li>Analyze results from survey</li> <li>Collect qualitative results from Unit Champions</li> </ul>  | Evaluation Team, Unit<br>Champions, insight<br>from Leadership | Developed presentation of results for staff  | Statistical software, meeting space and |  |                    | July 1,<br>2020 |



| <ul> <li>Hold Evaluation Team meetings and<br/>meetings with Unit Champions/ Leadership<br/>to discuss and synthesize</li> <li>Develop presentation and handouts on<br/>results</li> </ul> |                                |                               |   |  |                  |
|--|--------------------------------|-------------------------------|---|--|------------------|
| <ul> <li>8. Present results at staff meeting and discuss as a group</li> <li>Request meeting time/agenda item from Leadership</li> </ul>   | Evaluation Team                | Presented on results to staff | Hand-outs for staff<br>meeting, staff meeting<br>time |  | July 15,<br>2020 |
| 9. Determine next steps based on results and group discussion (e.g., ongoing monitoring needs, staff needs, implementation adjustments)  | Evaluation Team,<br>Leadership | Next steps determine          |   |  | Ongoing          |