

### 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

<b>Monitoring &amp; Evaluation: Assessing the practice to inform planning and document results.</b>							
<b>SMART Objective:</b> By July 31 2020, complete evaluation of new hand washing practice:							
<ol style="list-style-type: none"> <li>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.</li> <li>2. Unit Champions will compile observations, questions, and issues from staff and send to Leadership/Implementation Team.</li> </ol>							
<b>Steps to achieve objectives:</b> [Be very specific and include important substeps. Anyone should be able to pick up this document and understand what needs to happen in order to reach your objective.]	<b>Who will do the work?</b> [Who will ultimately ensure the work gets finished?]	<b>What does success look like?</b> [What metrics will you use to track progress on the completion of each step? How will you know it's time to move on to the next step?]	<b>What nonfinancial resources are needed for this step? Where will they come from?</b>	<b>Due date</b> [In the appropriate quarter, enter a specific date by which the activity must be completed.]			
				Q1	Q2	Q3	Q4
<p><b>1.</b> Determine information needed from staff, types of survey questions to include, how to administer the survey, and timeline for completion.</p> <ul style="list-style-type: none"> <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 staff members for insight.</li> <li>• Hold Evaluation Team meeting to discuss survey content and administration.</li> </ul>	Evaluation Team, insight/approval from Leadership	Overall survey content, administration method, and timeline are determined	Meeting space and time, survey best practices research			March 15, 2020	

<ul style="list-style-type: none"> <li>• Hold Leadership/Evaluation Team meeting for feedback and approval.</li> </ul>							
<p><b>2. Develop one-month follow-up survey.</b></p> <ul style="list-style-type: none"> <li>• Research survey development</li> <li>• Send draft(s) to Leadership for feedback</li> <li>• Identify individuals to pilot/review survey and send survey draft(s) to them</li> <li>• Schedule meeting(s) to discuss proposed edits</li> <li>• Refine survey as needed and continue to test</li> </ul>	<p>Evaluation Team, insight/approval from Leadership, feedback from pilot participants</p>	<p>One-month follow-up survey finalized for implementation</p>	<p>Software to develop survey, meeting space, survey development best practices research</p>			<p>April 10, 2020</p>	
<p><b>3. Develop additional evaluation materials</b></p> <p>a) Participant tracker sheet (if not included as part of survey software)</p> <p>b) Language introducing survey (via email and staff meeting)</p> <p>c) Survey reminders and progress reports (via email and staff room reminder board)</p> <p>d) Participation incentive (treat for staff if meet goal of 85% completion rate)</p>	<p>Evaluation Team</p>	<p>Evaluation materials are finalized</p>	<p>Survey participation incentive, software to develop all additional materials</p>			<p>April 20, 2020</p>	

<p>4. Hold meeting with Unit Champions to request their help with evaluation.</p> <ul style="list-style-type: none"> <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>	<p>Evaluation Team, Unit Champions</p>	<p>Plan for Unit Champions to collect qualitative feedback regarding the new practice is finalized.</p>	<p>Best practices literature on obtaining feedback via Unit Champions, meeting space and time</p>			<p>April 30, 2020</p>	
<p>5. Introduce follow-up survey and Unit Champions as resource at staff meeting</p> <ul style="list-style-type: none"> <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>	<p>Evaluation Team, Leadership approval</p>	<p>Presented on evaluation process and importance to staff and provided contact for any questions</p>	<p>Hand-outs for staff meeting, staff meeting time</p>			<p>May 10, 2020</p>	

<p>6. Hold meeting with Unit Champions for final prep</p> <ul style="list-style-type: none"> <li>• Review established process for collecting feedback</li> <li>• Address any remaining questions/concerns</li> </ul>	<p>Evaluation Team, Unit Champions</p>	<p>Reviewed evaluation process and Unit Champions' role</p>	<p>Meeting space and time</p>			<p>May 15, 2020</p>	
<p>6. Administer evaluation (along with method for tracking participation if not included with evaluation administration software)</p> <ul style="list-style-type: none"> <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> <li>• Provide reminders, document participation, update staff on progress, and follow-up with champions as needed</li> </ul>	<p>Evaluation Team</p>	<p>All staff members are contacted to complete survey and reach out to Unit Champions to provide additional comments/concerns</p>	<p>Staff contact information</p>				<p>June 1, 2020</p>
<p>7. Compile results from survey/ Champions and create presentation for staff</p> <ul style="list-style-type: none"> <li>• Analyze results from survey</li> <li>• Collect qualitative results from Unit Champions</li> </ul>	<p>Evaluation Team, Unit Champions, insight from Leadership</p>	<p>Developed presentation of results for staff</p>	<p>Statistical software, meeting space and</p>				<p>July 1, 2020</p>

<ul style="list-style-type: none"> <li>• Hold Evaluation Team meetings and meetings with Unit Champions/ Leadership to discuss and synthesize</li> <li>• Develop presentation and handouts on results</li> </ul>							
8. Present results at staff meeting and discuss as a group <ul style="list-style-type: none"> <li>• Request meeting time/agenda item from Leadership</li> </ul>	Evaluation Team	Presented on results to staff	Hand-outs for staff meeting, staff meeting time				July 15, 2020
9. Determine next steps based on results and group discussion (e.g., ongoing monitoring needs, staff needs, implementation adjustments)	Evaluation Team, Leadership	Next steps determine					Ongoing