**DEPLOY**

**A Checklist for Intervention Implementation**

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| □ | Assign leadership roles for the management and oversight of an intervention to members of the readmission reduction team. |
| **□** | Set a clear timeline.* Share key dates and project milestones with the readmission reduction team
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| □ | Generate a list of key considerations prior to developing an implementation schedule. For example,* Resource availability
* Cost/funding
* Obstacles
* Communication/promotion
* Material acquisition
* Training/orientation
* Resources for intervention evaluation
* Key personnel
 |
| □ | Develop an implementation schedule.* Identify and rank key interventions
* Consider steps that will facilitate seamless implementation of each intervention
* Allow time for evaluation of each intervention
* Factor in time to consider key staff input and feedback
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| **□** | Provide education and training for supervisors, managers and key staff.* Identify key staff. Who will be impacted? Who should be educated and informed?
* Lead staff to understand why improvement is necessary and what their role will be
 |
| **□** | Prior to implementation, develop organization-wide communications about the intervention and overall readmission reduction initiative.* Share why improvement is necessary
* Promote widely
* Share progress regularly
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Adapted from © Center for the Promotion of Health in the New England Workplace, March 2013

<https://www.uml.edu/Research/CPH-NEW/Healthy-Work-Participatory-Program/generate-solutions/>