**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 |
| □ | 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 |
| **□** | 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 |

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/>