

Test of Change Pre-Launch Checklist

Project: _____

Student/Group: _____

Test of Change:

- Can I articulate the rationale underlying my change idea in sixty seconds or less?
- What is the dose, frequency, and duration of my proposed change?
- Does my change possess the following features?
 - Immediate advantage (what's in it for the users?)
 - Trialable (able to be refined)
 - Observable (benefit is tangible)
 - Compatible (with current system & workflow)
- Where does my change lie in the hierarchy of effectiveness?
- Is this change dependent on a few enthusiastic individuals?
- If this change doesn't work, what do I expect to learn? *Fill out PDSA worksheet*

Family of Measures:

- How will I know that my intervention is taking hold?
- Sufficiently sensitive to assess fidelity? *Include PDSA level measures early on*
- After intervention takes hold, how long would I expect before the outcome changes?
- Is my intervention linked to outcomes & supported by evidence?
- Hard vs. flimsy? *"volume of hand sanitizer" vs. "documentation of smoking cessation"*
- Telling the complete story? *E.g. reporting LOS without reporting readmissions*

Change Management:

- Have I identified a project sponsor? *Person who would be interested in the project's success, and is sufficiently influential to remove/address anticipated barriers*
- Have I identified a process owner? *Person who would be the most responsible to rally the troops if performance begins to revert back to baseline*
- Have I articulated a communication strategy for each stakeholder?
- Does my plan include adequate support and monitoring during implementation?

If you ticked all the boxes, congratulations you are ready to implement! This is just the beginning, however; your intervention may require several refinements before it is in its final form. Make sure that for each refinement you are filling out a PDSA worksheet & capturing your learnings.