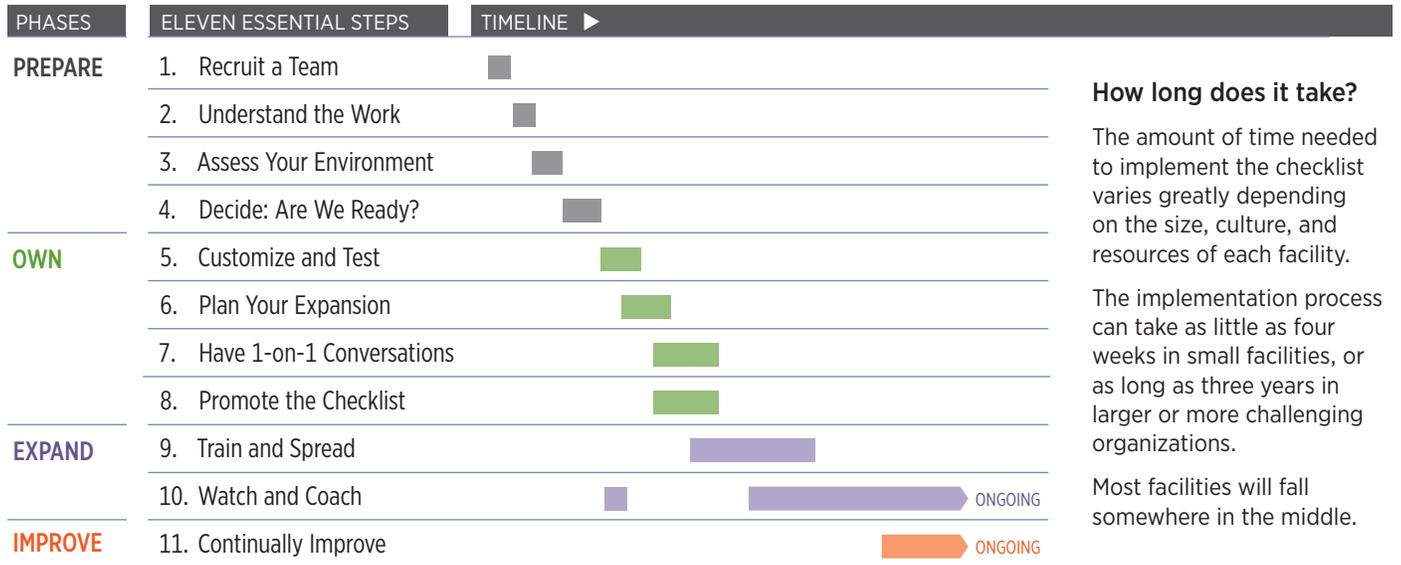


FACT SHEET

Overview of checklist implementation

The framework below reflects lessons learned in over 4,000 facilities globally. It will help you avoid common pitfalls and prepare your organization to successfully harness the power of the Safe Surgery Checklist to improve teamwork and communication.

The Safe Surgery framework puts your checklist initiative on a path to success.



How long does it take?

The amount of time needed to implement the checklist varies greatly depending on the size, culture, and resources of each facility.

The implementation process can take as little as four weeks in small facilities, or as long as three years in larger or more challenging organizations.

Most facilities will fall somewhere in the middle.

Eleven essential steps guide your team.

Each step prepares your team to be successful in the work that follows.

1. Recruit a Team Build a multidisciplinary team to plan and execute your implementation effort. Establish roles, expectations, and process.	2. Understand the Work Equip your team with a common understanding of the history and evidence supporting Safe Surgery Checklist use and implementation.	3. Assess Your Environment Assess the culture and practices in your operating and procedure rooms to identify your facility's specific opportunities for improvement.	4. Decide: Are We Ready? Based on culture and process assessments, gauge your facility's readiness. Consult with hospital leadership and confirm their commitment.	5. Customize and Test Customize your checklist to address facility-specific issues. Test and revise your checklist until it is ready for wider use.
6. Plan Your Expansion Create a plan for how you will handle 1-on-1 conversations, promotion, training, coaching, and display of your checklist. Itemize specific tasks and create a schedule.	7. Have 1-on-1 Conversations Execute the plan you created for having 1-on-1 conversations with all operating and procedure room team members.	8. Promote the Checklist Execute the plan you created for promoting the checklist in your facility. Showcase your efforts and progress.	9. Train and Spread Execute the plan you created for training surgical team members and spreading checklist use. Collect feedback and troubleshoot problems as they arise.	10. Watch and Coach Continue to watch how the checklist is actually used. Use coaching to enhance checklist use and team communication.
11. Continually Improve... Never stop looking. Make periodic revisions that enhance use and help teams adapt to changing conditions. Use the debriefing as a strategy for continuous quality improvement.				

For more information, refer to the Safe Surgery Implementation Guide or visit <http://www.safesurgery2015.org/checklist-resources.html>