

Checklist for Sustainability and Spread

Process Factors & Key Questions	Changes will be easier to sustain if...
Benefits beyond helping patients Will it make things run more smoothly? Does the change reduce waste, duplication and added effort? Will staff notice a difference in their daily working lives?	<input type="checkbox"/> Change improves efficiency and makes jobs easier
Credibility of evidence Are benefits to patients, staff and the organization visible? Can all staff describe the benefits clearly?	<input type="checkbox"/> Benefits of the change are immediately obvious supported by evidence and believed by stakeholders
Adaptability on improved progress Does the change continue to meet ongoing needs effectively? Does the change rely on an individual or group of people, technology, finance etc to keep it going? Can it keep going when these are removed?	<input type="checkbox"/> The process can be adapted to other organizational changes and there is a system for continually improving the process
Effectiveness of the system to monitor progress Is this data already collected and is it easily accessible? Is there a feedback system to reinforce benefits and progress and initiate action? Are the results of the change communicated to patients, staff, and the organization?	<input type="checkbox"/> There is a system in place to identify evidence of progress, monitor progress, act on it and communicate results

Staff Factors & Key Questions	Changes will be easier to sustain if...
Training & involvement Have they used their ideas to inform the change process from the very beginning? Is there a training & dev infrastructure to identify gaps in skills & knowledge and are staff educated and trained to take change forward?	<input type="checkbox"/> Staff have been involved from the beginning of the change and adequately trained to sustain the improved process
Attitudes towards sustaining the change Are staff encouraged to express their ideas and is their input taken on board? Are staff able to run small-scale tests (PDSA) based on their ideas, to see if additional improvements should be recommended?	<input type="checkbox"/> Staff feel empowered as part of the change process and believe the improvement will be sustained
Senior leaders engagement Are the senior leaders trustworthy, influential, respected and believable? Are they taking personal responsibility & giving time to help ensure the change is sustained?	<input type="checkbox"/> Organizational leaders take responsibility for efforts to sustain the change process and staff generally share information with and actively seek advice from the leader
Clinical leaders engagement Are the clinical leaders trustworthy, influential, respected and believable? Are they taking personal responsibility & giving time to help ensure the change is sustained?	<input type="checkbox"/> Clinical leaders take responsibility for efforts to sustain the change process and staff generally share information with and actively seek advice from the leader

Organization Factors & Key Questions	Changes will be easier to sustain if...
Fit with the organization's strategic aims and culture Are the goals of the change clear and shared? Does your organization have a 'can do' culture?	<input type="checkbox"/> There is a history of successful sustainability and improvement goals are consistent with the organization's strategic aims
Infrastructure for sustainability Are there policies and procedures supporting the new way of working? Is there a communication system in place?	<input type="checkbox"/> Staff, facilities and equipment, job descriptions, policies, procedures and communication systems are appropriate for sustaining the improved process

For ideas on how to address these factors, see the sustainability and spread guide:
fundacionpfizer.org/docs/pdf/catedra_pfizer/servicios_on_line/enlaces/difusionsostenibilidad.pdf



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Adapted from Improvement Leader's Guide to Sustainability and Spread, UK's National Health Service Modernization Agency
 This guide suggests methods and principles for sustaining and spreading improvement ideas.

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