

**Spread planner**

Please complete the **ELFT QI Spread Checklist** first to ensure your project is ready for spread. If it is, then please discuss your idea to spread at your local QI forum and DMT, then complete this Spread planner and submit to the QI team.

Original QI project (test unit)

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| Team where the change has been tested and implemented |  |
| Directorate |  |
| QI project lead |  |
| QI project sponsor |  |
| Summarise the improvement achieved |  |

Strategic alignment

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| How would spread of this project align with directorate or Trust improvement priorities? |  |

Spread aim

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| Which team(s) are you intending to spread to? |  |
| Is this within your directorate, or across directorates? |  |
| If within directorate, has this been discussed at DMT? Please provide date of discussion |  |
| If across directorates, has this been discussed with the QI and executive team? Please provide date of discussion |  |
| What is the aim statement for the spread? |  |

Resourcing and structure for spread

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| Who would be the day-to-day project lead for the spread? |  |
| How much time would the project lead have to support this? |  |
| Who would be the sponsor for the spread? Must be DMT member if spread within a directorate, or executive if spread across directorate |  |
| What would be the role of the original team/site in the spread? |  |
| Who else would be in the project team? |  |
| Which of these team members have had QI training? |  |
| Will the project team have access to support from a QI coach or QI lead? Who, and how often? |  |
| When will the project team be meeting? How often, how long for? |  |

Change package

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| What is the change package that you wish to spread? |  |
| What materials are available to support adoption of the changes?(evidence/knowledge supporting the innovation, manual, policy, training, e-learning, checklist, leaflets, posters) |  |
| What data and stories are available to support adoption of the changes?(combination of both quantitative data and stories from service users and staff will be needed) |  |
| How does the change help service users and carers/families? |  |
| How does the change help staff? |  |
| Any infrastructure improvements that will help spread?(eg electronic system change, online reporting tool) |  |

Inspiring your stakeholders

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| Who are the key stakeholders who will support adoption in the new site(s)? |  |
| Who will be the early adopters (champions) of the change? |  |
| How have you, or will you, engage and inspire these key stakeholders and early adopters? |  |
| How will the project team liaise with key stakeholders and champions during the life of the project to discuss progress? |  |
| How will this spread project be communicated (locally and Trust-wide)?(what channels, how often, who by?) |  |
| How will you celebrate and recognise participation and progress? |  |

Measurement plan

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| What will be the outcome measures for the spread? |  |
| What will be the process measures? |  |
| What will be the balancing measures? |  |
| Who will collect the data and how? |  |
| Do you have baseline data for the spread sites? |  |
| How will you make the data available and accessible to the spread sites (both staff and service users)? |  |

Once the Spread Planner is complete, please email to qi@elft.nhs.uk. The QI team will review the plan, liaise with the DMT or executive team as necessary, and then be back in touch to support you in your spread project.