**Implementation Action Plan**

**Team:**

**QI Project:**

**Date:**

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| **1. Standardisation & Documentation:**   * *To what extent have you standardised the new ways of working, developed through your project?* * *Where are these new ways of working written down & saved?* * *Have relevant policies been updated?* * *What is your process for keeping new ways of working fresh and reflective of new knowledge?* |
| **Any outstanding actions to complete this area?** |

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| **2. Measurement & Quality Control:**   * *What is your system for knowing whether level of performance is maintained? This may be ongoing measurement over time (e.g. using Quality and Performance Dashboards), oversight of team data or periodic audit* * *Where will you discuss this data if there is deterioration?* |
| **Any outstanding actions to complete this area?** |

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| **3. Staff education/ training / induction / support processes**   * *How are new ways of working integrated into HR processes noted above**(think about current team members and new team members, including whole MDT)* |
| **Any outstanding actions to complete this area?** |

*Please complete next page*

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| **4. Are there any ongoing resource implications associated with the new ways of working you have developed through this project (e.g. do you need funding for any resources?)**   * *If so, have you established how these will be met and agreed with senior managers if necessary?* |
| **Any outstanding actions to complete this area?** |

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| **5. Maintaining engagement across your team**   * *What actions have you taken to support the engagement and leadership of this work across the whole team?* * *What forums have you used to build engagement in the project?* * *What forums could you use to keep an eye on the issue, as a whole team?* * *How would you re-engage the team in the issue if performance deteriorated and staff started to go back to old ways of working?* |
| **Any outstanding actions to complete this area?** |