

**1. Highlight an area of practice that requires improvement**

This may be identified through a significant event audit, a clinical audit, or learning from CPD.

**2. Hold a meeting to engage the team**

It's important to engage team members who will use the checklist. Establishing ownership of the process can improve engagement. Discuss the individual steps of the process with your team.

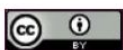
**3. Think about the safety critical steps that need to be included**

Once you have a list of steps, highlight the steps that are critical, or require special tests or preparation. Only essential steps should be included. This will form the basis of the checklist.

**4. Create the checklist**

The steps included should be evidence-based, specific, and ordered chronologically to allow smooth progression. It should be clear and straightforward to follow. Include the date of creation to enable regular reviews.

rcvsknowledge.org/quality-improvement



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