IMPLEMENTING A CHECKLIST

RCVS KNOWLEDGE

1. Circulate the checklist and provide training

Provide a draft for team members to use and provide training in how to use the checklist. Emphasise that the checklist is not a box ticking exercise, but aims to improve communication and teamwork

2. Appoint a Checklist Champion

Select a Checklist Champion from the relevant team to ensure all members are using the checklist, provide training where required and receive feedback. Consider if your checklist is clinical or non-clinical when selecting your Champion.

3. Trial using the checklist and encourage feedback

Encourage the team to start using the checklist and provide feedback on what works well and what doesn't. It is important the team find it straightforward to use. Set a date to review the checklist.

4. Discuss and make any changes that are needed

Discuss the feedback and experiences of using the checklist with the team. Review and modify where needed to ensure the tool meets your practice needs.

5. Audit the checklist use

Conduct a process audit to assess how well the checklist has been implemented, and identify any training needs or changes required.
An outcome audit will assess the improvements to patient safety following implementation of the checklist.

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