**EBP Implementation Plan Guide**

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| PICOT Question |
| Topic 1Preliminary Checkpoint | * Identify a health care issue you want to see change.
* Understand the culture of the organization in its readiness for EBP implementation.
* Develop PICOT question.
* Build EBP knowledge and skills.
 | Notes: |
| Topic 2Checkpoint 1 | * Define project purpose.
* Who are the stakeholders for your project?
* Identify active (on the implementation team) and supportive (not on the team, but essential to success) roles.
* Identify project team roles and leadership.
* Begin acquisition of any necessary approvals for project implementation and dissemination (e.g., system leadership, unit leadership, ethics board [IRB]).
* Feasibility:Briefly integrate the evidence with stakeholder influence to inform evidence-based recommendations.
* Hone PICOT question.
 | Notes: |
| Topic 3Checkpoint 2 | * Conduct literature search and retain studies that meet criteria for inclusion.
* Connect with librarian.
* Critically appraise literature.
* Summarize evidence with focus on implications for practice.
 | Notes: |
| Topic 4Checkpoint 3 | * Begin formulating a detailed plan for implementation of evidence.
* Include who must know about the project, when they will know, how they will know.
* Connect the evidence and the project.
* Identify and address known barriers and facilitators of project.
* Define post-project outcome indicators of a successful project.
 | Notes: |
| Topic 5Checkpoint 4 | * Define baseline data collection source(s) (e.g., existing data set, electronic health record), methods, and measures.
* Identify resources (human, fiscal, and other) necessary to complete project.
* Gather outcome measures.
* Write data collection protocol.
* Write the project protocol (data collection fits in this document).
* Finalize any necessary approvals for project implementation and dissemination (e.g., system leadership, unit leadership, IRB).
 | Notes: |
| Topic 6Checkpoint 5 | * Finalize protocol for implementation of evidence.
* Complete final data collection for project evaluation.
* Include specific plan for how the evaluation will take place: who, what, when, where and how, and communication mechanisms to stakeholders.
 | Notes: |
| Topic 7Checkpoint 6 | * Complete proposal.
* Develop proposal presentation.
 | Notes: |
| Topic 8Checkpoint 7 | * Present proposal.
* Review proposals, addressing new questions generated from process of the peer review.
 | Notes: |

Adapted from Melnyk, B. M., & Fineout-Overholt, E. (Eds.). (2010). *Evidence-based practice in nursing & healthcare: A guide to best practice* (2nd ed.). Philadelphia, PA: Lippincott Williams & Wilkins.