**EBP Implementation Plan Guide**

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| PICOT Question | | |
| Topic 1  Preliminary 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 2  Checkpoint 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 3  Checkpoint 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 4  Checkpoint 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 5  Checkpoint 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 6  Checkpoint 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 7  Checkpoint 6 | * Complete proposal. * Develop proposal presentation. | Notes: |
| Topic 8  Checkpoint 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.