



Evidence Informed Practice Tools Development Checklist

Author(s):

Title:

Date Initiated:

Day / Month / Year

Prior to completing, please refer to the WRHA Policy Number 10.50.090 - Evidence Informed Practice Tools (EIPT) located at <http://www.wrha.mb.ca/about/policy/files/10.50.090.pdf>

Activity	Complete X	Notes
INITIATION: Innovation within disciplines/programs/sites is expected and encouraged. Clinical innovations shall be evidence informed to the best extent possible and outcomes shall be evaluated by the relevant WRHA Clinical Program(s)/Service(s).		
A WRHA Clinical Program/Service, WRHA Vice President or Site Chief Operating Officer shall be assigned as the sponsor of the EIPT.	<input type="checkbox"/>	
Approval to proceed with the development of an EIPT shall be made by the sponsoring WRHA Clinical Program/Service, WRHA Vice President or Site Chief Operating Officer. If the EIPT involves more than one program, the WRHA Vice President or equivalent shall be consulted.	<input type="checkbox"/>	
Assign lead author(s).	<input type="checkbox"/>	
NOTIFICATION: Written notification of the development of all EIPTs shall be submitted to:		
<i>*TIP: Written notification can occur through one email correspondence. Include author leads and sponsor of EIPT</i>		
The WRHA Standards Committee to ensure relevant programs are involved. Chair, WRHA Standards Committee James Zacharias - JZacharias@exchange.hsc.mb.ca Donna Kania - dkania@wrha.mb.ca	<input type="checkbox"/>	
The WRHA Professional Advisory Committee (PAC) for tracking purposes. Chair, WRHA Professional Advisory Committee Mary Anne Lynch - MLynch@wrha.mb.ca Carrie Fruehm - cfruehm@hsc.mb.ca	<input type="checkbox"/>	
The WRHA Chief Medical Information Officer to ensure consistency with the e-Health/electronic patient record order sets. WRHA Chief Medical Information Officer Trevor Lee - TLEE@sharedhealthmb.ca	<input type="checkbox"/>	

Activity	Complete X	Notes
<p>The Community Health Services Leadership Team (CHSLT)</p> <p>Chair, Community Health Services Leadership Team Pat Younger – PYOUNGER@wrha.mb.ca</p>		
<p>If the EIPT will involve a form to be kept on the health record, the WRHA Director of Health Information Services shall be consulted in the form development, approval, and printing/distribution process.</p> <p>WRHA Regional Director of Health Information Services Leona Lane (Director, HIS, Decision Support) – llane@wrha.mb.ca</p>	<input type="checkbox"/>	
<p>Shared Health Provincial Supply Chain if the EIPT is expected to result in new or changed resource needs.</p> <p>Shared Health, Director, Provincial Supply Chain Maria Cendou - mcendou2@sharedhealthmb.ca</p>	<input type="checkbox"/>	
<p>WRHA Pharmacy and Therapeutics Committee or subcommittee thereof if the EIPT is anticipated to involve the use of medications formulary or non formulary.</p> <p>Regional Pharmacy Director Brendon Mitchell – bmitchell2@wrha.mb.ca</p>	<input type="checkbox"/>	
DEVELOPMENT: The development of an EIPT shall include:		
<p><i>* TIP: -Consider contacting the WRHA Research and Evaluation Unit in addition to the WRHA Librarian for resources around reviewing and evaluating evidence.</i> <i>-All patient information developed is required to be bilingual – contact French Language Services.</i></p>		
<p>Author teams with appropriate representation from sites and professions involved with the clinical practice. Author teams will be expected to navigate the EIPT through the required development and approval processes.</p>	<input type="checkbox"/>	
<p>Input from relevant stakeholders impacted including patients / clients / residents during development and implementation (e.g. key professions who will either be using the tool or impacted by the tool)</p>	<input type="checkbox"/>	
<p>A review of existing EIPT from other organizations and associations to determine whether such tools can be adopted/adapted for local use; synthesis and critique literature.</p>	<input type="checkbox"/>	
<p>Well articulated education, implementation and evaluation components. Consult WRHA Educator Council. For Evidence Informed Practice Tools which involve new or changing practice within the WRHA.</p>	<input type="checkbox"/>	
APPROVAL: Prior to implementation, the EIPT must be approved by:		
<p><i>* TIP: Receive approval from sponsor of the EIPT first before proceeding in approval process.</i></p>		

Activity	Complete X	Notes
The sponsoring WRHA Clinical Program/Service or WRHA Vice President/Site COO	<input type="checkbox"/>	
<u>WRHA Clinical Program/Service/ WRHA Vice President/Site COO Recommendations:</u>		
* TIP: Submission to PAC and Standards of EIPT can occur at the same time.		
WRHA PAC will consider issues related to scope of practice, interprofessional collaboration, and plans for implementation, dissemination, and evaluation. Tip: Fill out the PAC submission form and contact Cindy Hoff, choff@wrha.mb.ca , to arrange to present EIPT at PAC	<input type="checkbox"/>	
<u>WRHA PAC Recommendations:</u>		
WRHA Standards Committee relative to content (if EIPT covers more than one clinical program, Standards will access program areas to approve and will provide you with this information).	<input type="checkbox"/>	
<u>WRHA Program Standards Committee Recommendations:</u>		
WRHA Senior Management if EIPT has resource implications (space, staffing, supplies).	<input type="checkbox"/>	
<u>WRHA Senior Management Recommendations:</u>		
COMMUNICATION: Upon receipt of the necessary approval(s), the sponsoring WRHA Clinical Program/Service or WRHA Vice President shall:		
Provide a final electronic copy of the EIPT to the WRHA PAC for tracking purposes and posting on the intranet.	<input type="checkbox"/>	
Submit the final EIPT to the Manitoba eHealth service desk to invoke engagement of the Clinical Informatics Specialist(s) who will prepare the EIPT for inclusion in the EPR (if applicable).	<input type="checkbox"/>	
Ensure communication, distribution and implementation of the approved EIPT at all sites/facilities and programs where the care is delivered. Site/facility management shall be responsible for facilitating the delivery of the approved EIPT at each facility/site.	<input type="checkbox"/>	

EIPT Development Contact: Tracy Thiele – tthiele@wrha.mb.ca or 926-8029