



## 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
<b>INITIATION:</b> 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"/>	
<b>NOTIFICATION:</b> 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.  <b>Chair, WRHA Standards Committee</b> <b>James Zacharias - <a href="mailto:JZacharias@exchange.hsc.mb.ca">JZacharias@exchange.hsc.mb.ca</a></b> <b>Donna Kania - <a href="mailto:dkania@wrha.mb.ca">dkania@wrha.mb.ca</a></b>	<input type="checkbox"/>	
The WRHA Professional Advisory Committee (PAC) for tracking purposes.  <b>Chair, WRHA Professional Advisory Committee</b> <b>Krista Williams - <a href="mailto:kwilliams6@wrha.mb.ca">kwilliams6@wrha.mb.ca</a></b> <b>Gina Trinidad - <a href="mailto:Gtrinidad@wrha.mb.ca">Gtrinidad@wrha.mb.ca</a></b>	<input type="checkbox"/>	
The WRHA Chief Medical Information Officer to ensure consistency with the e-Health/electronic patient record order sets.  <b>WRHA Chief Medical Information Officer</b> <b>Trevor Lee - <a href="mailto:TLEE@sharedhealthmb.ca">TLEE@sharedhealthmb.ca</a></b>	<input type="checkbox"/>	

Activity	Complete X	Notes
<p>The Community Health Services Leadership Team (CHSLT)</p> <p><b>Chair, Community Health Services Leadership Team</b>  <b>Gina Trinidad – <a href="mailto:Gtrinidad@wrha.mb.ca">Gtrinidad@wrha.mb.ca</a></b></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><b>WRHA Regional Director of Health Information Services</b>  <b>Leona Lane (Director, HIS, Decision Support) – <a href="mailto:llane@wrha.mb.ca">llane@wrha.mb.ca</a></b></p>	<input type="checkbox"/>	
<p>WRHA Logistics Services if the EIPT is expected to result in new or changed resource needs.</p> <p><b>WRHA Director, Regional Supply Chain</b>  <b>Jay Singh – <a href="mailto:jsingh13@wrha.mb.ca">jsingh13@wrha.mb.ca</a></b></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><b>Regional Pharmacy Director</b>  <b>Brendon Mitchell – <a href="mailto:bmitchell2@wrha.mb.ca">bmitchell2@wrha.mb.ca</a></b></p>	<input type="checkbox"/>	
<b>DEVELOPMENT:</b> 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.  -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"/>	
<b>APPROVAL:</b> 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 <b>WRHA Clinical Program/Service or WRHA Vice President/Site COO</b>	<input type="checkbox"/>	
<u>WRHA Clinical Program/Service/ WRHA Vice President/Site COO Recommendations:</u>		
* <b>TIP:</b> Submission to PAC and Standards of EIPT can occur at the same time.		
<b>WRHA PAC</b> will consider issues related to scope of practice, interprofessional collaboration, and plans for implementation, dissemination, and evaluation. <b>Tip:</b> Fill out the PAC submission form and contact Cindy Hoff, <a href="mailto:choff@wrha.mb.ca">choff@wrha.mb.ca</a> , to arrange to present EIPT at PAC	<input type="checkbox"/>	
<u>WRHA PAC Recommendations:</u>		
<b>WRHA Standards Committee</b> 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>		
<b>WRHA Senior Management</b> if EIPT has resource implications (space, staffing, supplies).	<input type="checkbox"/>	
<u>WRHA Senior Management Recommendations:</u>		
<b>COMMUNICATION:</b> 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](mailto:tthiele@wrha.mb.ca) or 926-8029