



				90 days		60 days		30	days	14 days	Go live	Transition to BAU
		Week										
			starting									
Action	Owner	Status	Endorsed									
days prior to go live												
Identify LHD or SHN and facility ECAT clinical champions												
Nominate ECAT lead who will be primary contact for key ACI correspondance												
Develop local agreement for ECAT clinical champions to carry out agreed roles and responsibilities for implementation												
Establish LHD or SHN ECAT Steering Committee chaired by Executive sponsor												
Schedule meetings to monitor progress and address key issues												
Complete local ECAT project management plan												
Complete local communication plan. LHD or SHN Executive sponsor to endorse												
Develop local risks and issues log. LHD or SHN Executive sponsor to endorse												
Determine go live date. LHD or SHN ECAT Steering Committee to consider competing and complimentary priorities												
Notify ACI of go live date and identify implementation support required from the ACI												
Receive confirmation of go live date and implementation support from the ACI												
Confirm local process for regular monitoring of progress and reporting of issues regarding implementation												
Identify and confirm local processes for regular monitoring of quality and safety issues related to ECAT protocols, e.g. ECAT safety huddles												
List of nurses targeted for go live and transition to BAU stages developed and completed												
Develop a plan for the completion of the prerequisite training and education requirements for nurses in go live phase (including recognition of prior learning process). Responsibility: LHD or SHN nursing leadership teams, e.g. NUM, NE, CNE, CNC												
Cerner sites develop action plan to integrate PowerForm and 73 PowerPlans into the eMR												
<b>Non Cerner sites</b> identify local processes for recording of initiation of protocols and appropriate ordering of medications and initiation of interventions within protocols												
Send through completed milestones fortnightly to the ACI as part of the reporting process												
Consider requirements and preparation for next steps at 60 days												
days prior to go live												
Document, on project management plan, local agreement of minimum benchmark of 80% of targeted nurses for go live will have completed prerequisite education requirements												
Document assessment of nurses recognition of prior learning, using the ECAT education and recognition of prior learning guide												
Schedule time to complete ECAT prerequisite education and training for nurses targeted for go live												
Complete prerequisite education and training requirements for targeted nurses												
Communicate training completion to LHD or SHN Executive sponsor and Executive Steering Committee												
Identify, develop and schedule opportunities, e.g. inservice time, six minute intensive training (SMIT) modules, dedicated time for nursing staff for familiarisation of ECAT protocols (web version) and ECAT policy directive												
Familiarise ECAT stakeholders, e.g. emergency, pharmacy, pathology and radiology departments, with ECAT protocols and ECAT policy directive												
Schedule time for eMR training												
Send through completed milestones fortnightly to the ACI as part of the reporting process				† †								
Consider requirements and preparation for next step at 30 days		1		+ +								

	ì						
do days prior to go live							
Identify and develop process to remove (including communication) existing guidelines and standing orders at go live							
Make PowerForm and electronic ordering available for use							
Confirm local IT digital access points for ECAT protocols, e.g. links on computers, iPads, phones, etc.							
Familiarise ECAT stakeholders with printed version of ECAT protocol							
Send through completed fortnightly milestones to the ACI as part of the reporting process, ECAT team to report to ECAT Executive Steering Committee							
Confirm and agree with ACI level of support during go live period							
4 days prior to go live							
Confirm readiness to go live date has been communicated to LHD or SHN ECAT stakeholders							
Review and confirm hardware readiness, i.e. iPhones, iPads and computers are functioning with ECAT protocol links							
Check availability of all printed copies of ECAT protocols							
Review and confirm completion of prerequisite ECAT education for agreed number of targeted nurses for go live							
Review and confirm PowerForm and electronic ordering for targeted nurses is complete							
Confirm all staff associated with the go live location have received familiarisation of ECAT protocols, completed prerequisitie education and are confident for go live							
Ensure all stakeholders can access ECAT protocols on webpage							
Send through completed milestones to the ACI as part of the reporting process							
Confirm process to remove existing guidelines and standing orders at go live							
All actions prior to this point completed and ECAT Executive Sponsor has confirmed and communicated go live date							
So live							
Date when sites start using ECAT protocols and current guidelines and standing orders are rescinded							
Verify nurses can access ECAT protocols at go live location							
Nurses start using ECAT protocols							
Monitor activities for first weeks of go live scheduled, e.g. daily shift huddles to identify any wins or concerns							
Confirm process for reporting quality and safety issues is in place							
ransition to BAU							
Confirm local ECAT champions are actively engaged in driving the change post go live							
Develop a plan for the completion of the prerequisite training and education requirements for subsequent nurses. Responsibility: LHD or SHN nursing leadership teams, e.g. NUM, NE, CNE, CNC							
Update Ministry of Health on ECAT progress at scheduled Steering Committee and Performance Meeting. Responsibility: LHD or SHN Executive							
Establish local post-go live lessons learned on ECAT implementation							