**Instructions:** This Implementation Timeline can be used by implementation teams to plan and track key milestones during the implementation process.

Some items will occur in sequence, whilst other aspects will occur concurrently. The template has been designed for alteration and site specific modifications. It may be added to, or subtracted from, as the implementation team requires.

Suggested durations have been provided as a guide only. The duration of any milestone will depend on local factors which should be considered when calculating the estimated delivery date.

The final page is a timeline summary that can be populated and used as a ‘quick review’ tacking resource as needed.

For assistance with project management timelines (or any other project management issue), it is recommended that you contact the ECI via info@ecinsw.com.au or (02) 9464 4674.

| Item | Deliverable | Description | Acceptance Criteria / Responsibility | Suggested time frame | Estimated Delivery Date | Status |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Contact made with ECI  | Notification that enter site name is an interested implementation site for NDEC | Senior clinician / manager |  |  |  |
| 2 | Documented agreement between LHD / site / clinicians and GP(s) to commence local NDEC implementation | Formal decision through appropriate consultation to commence NDEC at enter site name *(Signed formal project plan can serve this purpose. Template available)*  | Sponsor / LHD Executive | 1 – 2 weeks | Select estimated date |  |
| 3 | Implementation team nominated | Core key stakeholder group nominated and invitations sent from LHD executive *Template available* | Potential team identified, formal invitations sent Sponsor / LHD Executive | 1 – 2 weeks | Select estimated date |  |
| 4 | Implementation team membership confirmed | Invitations are accepted by invitees  | Implementation team confirmedSponsor / LHD Executive | 1 – 2 weeks | Select estimated date |  |
| 5 | Project plan / terms of reference / meeting schedule / agenda confirmed  | Review ECI Implementation templates. Adopt and localise or create equivalent documents*Templates available* | Documents reviewed, edited (or created) and enacted.All implementation team members | 2 - 4 weeks | Select estimated date |  |
| 6 | Key local / LHD stakeholders identified and communication plan completed | Key stakeholders identified and engagement strategy prepared*Templates available* | Strategy reviewed. Engagement with clinicians, community and LHD commences. Ongoing throughout implementationAll implementation team members | Within 4 weeks. Ongoing review | Select estimated date |  |
| 7 | Entire NDEC suite is reviewed. NDEC is “localised” as indicated | Includes implementation, education, RN accreditation, patient care, auditing and governance. Appropriate alterations are made in line with local context.The *‘how’* aspect of NDEC at enter site name*Templates available* | Key local operational decisions are agreed including auditing regime, staff education strategy, NDEC operational hours and referral process  All implementation team members and key clinical stakeholders | 4 – 6 weeks | Select estimated date |  |
| 8 | Patient care documents are endorsed by delegating medical staff  | Patient care documents are reviewed by local medical staff and endorsed for *delegated care* by RNs at enter site name | Documents reviewed and endorsed as agreed locally Senior local medical officer / medical lead for implementation | 2 – 4 weeks | Select estimated date |  |
| 9 | Patient care documents (medication standing orders) are submitted to LHD Drugs and Therapeutics committee (or equivalent) | Patient care documents are agreed upon, then medication standing orders are submitted to enter LHD drug committe title *Templates available* | Medication Standing Orders submitted to enter LHD drug committe titleImplementation team / Sponsor / LHD Executive | Within 1 week of above | Select estimated date |  |
| 10 | *Implementation Readiness Assessment* completed | Assessment completed (within implementation documents) Issues are identified and specific strategies developed to address these | Assessment completedImplementation team | 4 – 6 weeks | Select estimated date |  |
| 11 | Staff and patient surveys commenced | Surveys handed out to staff and patients | Forms part of item 10Implementation team | As above | Select estimated date |  |
| 12 | Pre-implementation audit is completed (part of *Readiness assessment)* | Pre-implementation audit is conducted, analysed and results fed back to individuals. (Snap shot audit of 10 consecutive patient notes).*Instructions and template available* | Audit is completed and results fed back to department and individuals as required | 4 – 6 weeks | Select estimated date |  |
| 13 | Generic NDEC RN education completed by prospective NDEC RNs | Prospective NDEC RNs commence and complete generic (non-site specific) NDEC training either e-learning or face-to-face | Education (e-learning or face to face is completed)Enter HSM/ ED NUM  | 4 – 6 weeks | Select estimated date |  |
| 14 | Localised education session completed by prospective NDEC RNs | NDEC RN education on local NDEC arrangements is completed. . A feedback loop should be in place to allow questions back to the implementation team*Template available* | Education for site specific informationEnter HSM/ ED NUM  | As above | Select estimated date |  |
| 15 | Competency assessment of “NDEC RNs” achieved | Competency is achieved for RNs using the NDEC. This is a blended assessment – includes completion of education session, quizzes, simulation and workplace assessment*Template available / See NDEC Education framework for specific instructions* | Formal assessment is completedEnter HSM/ ED NUM and CNE | 6 – 8 weeks | Select estimated date |  |
| 16 | Awareness education sessions for other enter facility name staff | Completion of e-learning (generic) program and / or face-to-face information session. A feedback loop should be in place to allow questions back to the implementation team*Template available* | All staff within enter facility name are aware of, and have opportunity to ask questions about, NDEC. | 4 – 8 weeks | Select estimated date |  |
| 17 | “Go-live” date is confirmed | NDEC “Go-live” date is agreed upon and promoted | ‘Go-live’ date is confirmed and determines majority of the scheduleImplementation team | Set within 6 weeks of project commencement | Select estimated date |  |
| 18 | Community awareness program is instigated | Community awareness commences (*as per item 6*) through key community groups and meetings and print media including enter specific local organisations / groups . A feedback loop should be in place to allow questions back to the implementation team*Template available* | Community engagement commencesImplementation team | 2 – 4 weeks prior to ‘go live’ | Select estimated date |  |
| 19 | Clinical area is prepared for NDEC | Clinical area is chosen for NDEC, alterations made as needed and area set up with NDEC resources  | Clinical area is set-up with required resources for completion of NDEC | 1 – 2 days prior to ‘go-‘live’ | Select estimated date |  |
| 20 | NDEC “Go live” | High profile activation of NDEC within enter facility name | *As per item 17*Implementation team | *As per item 17* | Select estimated date |  |
| 21 | Feedback loop during –go-live’ implementation | Feedback mechanism is available to staff and patients using NDEC | As per item 6 | As per item 6 | Select estimated date |  |
| 22 | Post-implementation surveys and audits are completed | Post-implementation surveys and audit is conducted, analysed and results fed back to individuals. Corrective practice changes are completed as indicated*Templates available* | Post implementation surveys and audit completed (in line with item 11 and 12). Enter HSM/ ED NUM  | Within 3 months of ‘go-live’ | Select estimated date |  |
| 23 | Implementation process feedback to ECI  | General and specific feedback sent to ECI on implementation successes, challenges and future suggestions, including results of *item 22* | Implementation feedback provided to ECI including areas of improvement for site and / or ECIImplementation team | Within 6 months of ‘go-live’ | Select estimated date |  |
| 24 | Ongoing local governance formally handed over to enter appropriate local governance group  | Governance is handed over to enter appropriate local governance group for ongoing NDEC local oversight | Once NDEC is implemented, the implementation team is disbanded with formal handover to enter appropriate local governance group for ongoing governance Sponsor / LHD Executive | within 6 -12 months of ‘go-live | Select estimated date |  |
| 25 | Ongoing partnership with ECI | Although the implementation phase is complete, NDEC will continue to evolve with practice improvements and the local context. NDEC will require regular (annual) review and revision at a local and state level.Review and review should be managed as a distinctive process outside of implementation. However, it is noted that members on the implementation team would be well place to contribute to a local or state (ECI) NDEC review working party  | Review and revision process will be coordinated through enter appropriate local governance group . Ongoing feedback loops between enter facility name and the ECI  | On-going (outside scope of implementation project | On-going (outside scope of implementation project |  |

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| --- | --- | --- |
| Month (year) | Activity |  |
| Select estimated date | Implementation formally commenced / team finalised  | **Ongoing communication and consultation** |
| Select estimated date | Communication strategy enacted |  |
| Select estimated date | Departmental Readiness assessment completed (including surveys & audits) |  |
| Select estimated date | NDEC suite reviewed, edited and endorsed locally by implementation team |  |
| Select estimated date | Relevant components sent to enter LHD drug committe title and endorsed |  |
| Select estimated date | Initial NDEC RN Training and accreditation completed |  |
| Select estimated date | Non NDEC RN staff training completed |  |
| Select estimated date | Clinical area setup  |  |
| Select estimated date | ‘Go-live’ |  |
| Select estimated date | Post implementation surveys and audit completed with results fed back to ECI |  |
| Select estimated date | Formal implementation process complete |  |
| Select estimated date | Local ongoing governance handover |  |