Implementation Pulse Check Discussion Agenda

During active implementation of a practice change, the implementation team should hold a pulse check discussion once every 3 months. This discussion is an opportunity for the team to check-in on how implementation is progressing and identify any current or emerging risks to the work. The pulse check should take place during a regularly scheduled implementation team meeting when most members are able to attend.

*Note: If there are concerns about implementation team members feeling that they can speak openly, there is an Implementation Pulse Check survey which can be administered in advance that allows for anonymous input, and the results can be reviewed in aggregate during the meeting. This survey is available on the HUB.*

1. How often is someone on the implementation team checking in with facility leaders on the progress of the practice change?
2. How long is someone on the implementation team checking in with facility frontline staff about their experiences doing the practice change?
3. Based on conversations with leaders and frontline staff since the last pulse check, to what extent does the team feel that:
   1. Leadership are committed to the practice change?
   2. Frontline staff are committed to the practice change?
   3. Frontline staff have the support needed to do the practice change?
   4. Frontline staff have the time to do the practice change?
   5. Frontline staff have the knowledge and skills necessary to do the practice change?
4. Based on the work the implementation team has done since the last pulse check, to what extent does the team feel that:
   1. The practice change meets the need for which it was intended?
   2. The team has enough time to implement the practice change?
   3. The implementation team members display high levels of collaboration and communication?
   4. The team meets often enough to make sure the improvement work is progressing on-time?