

Fall TIPS Implementation Checklist

The following checklist can be used to make sure that you haven't overlooked some key preparatory activities.

- **Have you made the case for implementation?**
 - a. Have you assembled data on key measures that show fall prevention needs to be improved?
 - b. What stories have you collected that will reinforce the need for better fall prevention communication and teamwork?
 - c. Do you have a strategy for sharing data and stories with unit staff and hospital administration?

- **Have adequate resources been allocated?**
 - a. Are qualified people lined up to do the Fall TIPS training?
 - b. Has time been set aside for staff to attend the trainings?
 - c. Have you assembled incentives to encourage people to attend the trainings?
 - d. Are time and resources set aside to support planning, training, AND follow-up activities?

- **Have you lined up champions for the Fall TIPS implementation?**
 - a. In your hospital's administration, do you have a champion who really wants this to be successful?
 - b. In the hospital, do you have one or more physicians that will advocate for Fall TIPS to their peers?
 - c. In the unit, do you have nurses and other clinicians (ideally on every shift and weekends) that will advocate for Fall TIPS to their peers?

- **Is your implementation plan in place?**
 - a. Are your trainers prepared and equipped to provide the training?
 - b. Are the trainings for staff scheduled (to accommodate different schedules and shifts)?
 - c. Do you have all needed training materials?
 - d. Are your participants (including physicians) recruited for your trainings?
 - e. Have you aligned incentives?
 - i. Can you embed Fall TIPS training into employees' annual objectives?
 - ii. Can you embed Fall TIPS implementation into the unit's goals?

- **Are your follow-up steps in place?**
 - a. Do you have a strategy for reinforcing the initial training in the unit?
 - b. How will you supply follow-up training to make sure new staff or staff that missed the initial training are exposed to Fall TIPS?
 - c. Have you agreed upon measures that will allow you to track progress and see improvement?
 - d. Do you have ways to capture success stories and celebrate progress that's being made?