

Table of Contents

page 3	Implementation Checklist
2	Creating a Case for Change
3	Communicate the Case for Change
3	Building the ERAS Team
4	Clarify Committee Roles
5	Education Planning
5	Patient Education Materials
6	Create ERAS Dashboard
6	Questions to Consider
6	Other Completion Items
7	Implementation Day
7	Future Planning
8	Project Schedule
9	Lessons Learned
10	Capital Needs
11	PDSA Worksheet

IMPLEMENTATION CHECKLIST

Creating a Case for Change

1. Gap analysis of a service line <ul style="list-style-type: none"> a. Follow patient through the surgical experience b. Process/value stream mapping c. Determine what is currently working and where challenges exist d. Teamwork: determine communication gaps between providers in all phases of care 	<input type="checkbox"/>
2. Create vision of future pathways <ul style="list-style-type: none"> a. How will the interdisciplinary team work in delivering pathways? b. Look at the evidence and decide which elements to incorporate c. Obtain patient feedback on their experience of surgical case d. Identify clinical stakeholders necessary to make the change e. Recognize what is going well and what needs to change 	<input type="checkbox"/>
3. Collect baseline data of service line (include any metric that is related to opportunities or would be affected by implementing new protocols): <ul style="list-style-type: none"> a. Outcome measures: <ul style="list-style-type: none"> i. Patient Reported Outcomes ii. LOS, reoperation, reintubation, readmissions iii. Mortality rates b. Process measures: <ul style="list-style-type: none"> i. Cost of the pathway ii. Cost of treating postoperative complications iii. Return on Investment iv. Compliance <p>*Leverage your governing society's data (STS, EACTS)</p>	<input type="checkbox"/>
4. Customize per institutional needs	<input type="checkbox"/>
5. Customize per institutional needs	<input type="checkbox"/>

IMPLEMENTATION CHECKLIST

Communicate the case for change:

<ol style="list-style-type: none"> 1. Done by executive sponsor and clinical lead (champion) 2. Communicate all information collected during Step #1 3. Communicate to all internal clinical areas 4. Communication to be consistent 5. Address any and all negativity/pushback 6. Clinical Change: All clinical change is vetted through the ERAS Committee with opportunity for input and approval from key stakeholders 	<input type="checkbox"/>
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Building the ERAS Team: Include name and contact information

1. Anesthesiology Champion(s):	<input type="checkbox"/>
2. Surgeon Champion(s):	<input type="checkbox"/>
3. Hospital Administration (institute leader, surgical services leader, etc):	<input type="checkbox"/>
4. ERAS Coordinator:	<input type="checkbox"/>
5. Nurse Managers or designee: <ul style="list-style-type: none"> • PAT/PAV/Wellness Clinic • Preop holding • PACU/ICU • OR • Floor 	<input type="checkbox"/>
6. CRNA(s):	<input type="checkbox"/>
7. Service Line Navigator:	<input type="checkbox"/>



IMPLEMENTATION CHECKLIST

8. Pharmacist:	<input type="checkbox"/>
9. Physical Therapist:	<input type="checkbox"/>
10. Nutrition:	<input type="checkbox"/>
11. Administrative support staff:	<input type="checkbox"/>
12. Case Manager	<input type="checkbox"/>
13. Quality Improvement:	<input type="checkbox"/>
14. IT:	<input type="checkbox"/>
15. Capital Equipment Committee member:	<input type="checkbox"/>
16. Other:	<input type="checkbox"/>

1. Goals (established during first committee meeting):	<input type="checkbox"/>
2. ERAS Committee Meeting Schedule Established: **who owns the meeting invite and agenda development? **helpful to keep the meeting date/time the same each month	<input type="checkbox"/>
3. Committee Chair(s):	<input type="checkbox"/>
4. Protocol Development Team established: **set deadline for protocol completion	<input type="checkbox"/>



IMPLEMENTATION CHECKLIST

5. Patient Education Materials Team established: **set deadline for patient education materials	<input type="checkbox"/>
6. Nursing Education Team established:	<input type="checkbox"/>
7. Order Set Development Team established:	<input type="checkbox"/>
8. ERAS Data Collection Team established:	<input type="checkbox"/>
9. Capital Needs Assessment: Complete and submit EARLY	<input type="checkbox"/>

Patient Education Materials

1. Begin early in process and finalize after protocol finalization	<input type="checkbox"/>
2. Considerations: hospital process to approve patient materials	<input type="checkbox"/>

IMPLEMENTATION CHECKLIST

Create ERAS dashboard/database

1. Determine metrics	<input type="checkbox"/>
2. Determine who will collect and report the data	<input type="checkbox"/>

Questions to Consider

1. How will patients be identified as ERAS? (EMR identifier?)	<input type="checkbox"/>
2. Postoperative patient location(s)?	<input type="checkbox"/>
3. Who will provide patient education and where, how will it get documented? Carb loading, where will it be stored, who will provide it to the patient, who will order?	<input type="checkbox"/>

Other Completion Items

1. Protocol Checklists in ORs (in binders, computer desktop-easy accessible)	<input type="checkbox"/>
2. Protocols/Checklists in Anesthesiology Office	<input type="checkbox"/>
3. Protocols/Checklists binders in pre and postoperative care areas (preop, PACU, floor, outpatient)	<input type="checkbox"/>
4. Protocols/Checklists available on hospital intranet	<input type="checkbox"/>

IMPLEMENTATION CHECKLIST

Implementation Day

1. Have patient sign marketing release (possible story on hospital intranet)	<input type="checkbox"/>
2. Make sure all MD orders are complete and correct	<input type="checkbox"/>
3. Designated person in care areas, following patient, available for questions/help as needed	<input type="checkbox"/>
4. Celebrate	<input type="checkbox"/>

Future Planning

1. Review outcome and process data	<input type="checkbox"/>
2. Report data to ERAS Committee and disseminate to all care areas, including front line staff	<input type="checkbox"/>
3. If low compliance, discuss with front line staff to assess for barriers	<input type="checkbox"/>
4. Review PDSA	<input type="checkbox"/>
5. Plan future regular cadence team member education, new hire education	<input type="checkbox"/>
6. Plan for expansion of program	<input type="checkbox"/>

PROJECT SCHEDULE

Project Schedule

	Original Plan	Actual Dates
1. Kickoff Meeting		
2. Committee Formation		
3. Nursing Education		
4. Protocol Completion		
5. Implementation Date		
6.		
7.		
Please explain the reasons behind schedule changes, if any:		

LESSONS LEARNED

Project Development Lessons Learned

Please describe lessons learned in each of the categories below. Think about what went well, what went wrong, what you would do differently next time, and how you would advise someone else going through this process.

Initial Decision-Making Process and Feasibility:

Design, Stakeholder Interaction

Equipment Procurement:

CAPITAL NEEDS

Capital Needs Cost Assessment: Complete and Submit EARLY

Equipment Description	Hospital Unit	Manufacturer	Address of Manufacturer	Quantity	Unit Cost	Total Cost
						\$
						\$
						\$
						\$
						\$
Equipment Costs						\$
Other						\$
Other						\$
Other						\$
Total Cost						\$

PDSA WORKSHEET

Objective:

1. Plan: Plan the test, including a plan for collecting data.

Questions and predictions:

Who, what where, when:

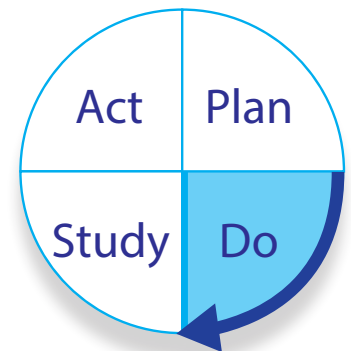
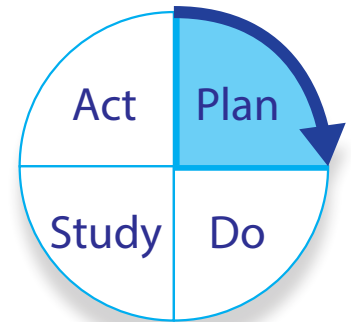
Plan for collecting data:

2. Do: Run the test on a small scale

Describe what happened:

What data was collected?

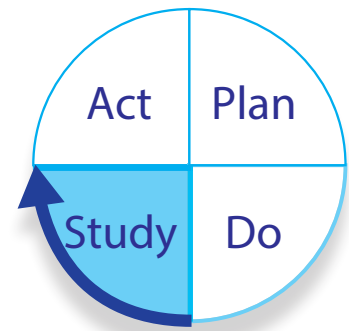
What observations were made?:



PDSA WORKSHEET

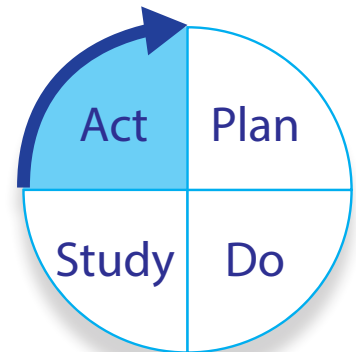
Objective:

3. Study: Analyze the results and compare them to predictions made.



Summarize and reflect on knowledge gained:

4. Act: Based on knowledge gained from the test, create future plans.



Determine what modifications should be made – adapt, adopt, or abandon: