



# The Implementation Game© Worksheet



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## INTRODUCTION

This worksheet is designed to capture an implementation plan as it is developed using The Implementation Game ©, an educational and planning resource that simplifies implementation planning into five main components. The worksheet is retrievable from [www.melaniebarwick.com/implementation.php](http://www.melaniebarwick.com/implementation.php), and the TIG can order form is here <http://www.cvent.com/d/dgq6zc/1Q>

The TIG Worksheet is informed by several empirical resources. It is out according to the 14 steps of the Quality Implementation Framework (Myers DC, Durlak JA, and Wandersman A, 2012). The worksheet also uses elements of the Quality Implementation Frameworks developed by the National Implementation Research Network; retrievable here <http://nirn.fpg.unc.edu/learn-implementation/implementation-stages>, implementation strategy work by Bryon Powell and colleagues, the Implementation Outcome Taxonomy by Enola Proctor and colleagues, the Consolidated Framework for Implementation Research (Laura Damschroder and colleagues), and the RE-AIM framework (Russell Glasgow and colleagues).

As you work through The Implementation Game with your team, you can capture the key elements of your tailored implementation plan on this worksheet in the right-hand column. The final document will be your implementation roadmap and can be tracked and updated as you work through your implementation endeavor.

Feedback about this worksheet is very welcome and can be provided directly to Dr. Melanie Barwick, [melanie.barwick@sickkids.ca](mailto:melanie.barwick@sickkids.ca)

## INTELLECTUAL PROPERTY DISCLOSURE

Modifications or adaptations to the TIG Worksheet are NOT permitted. Any innovation based on or informed by this work must include a citation to the original work:

Barwick M. (2018). *The Implementation Game Worksheet*. Toronto, ON The Hospital for Sick Children.

## SOURCES

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## Describe your Implementation Scenario:

### TITLE OF IMPLEMENTATION ENDEAVOR

### DESCRIPTION

### TIMELINE FOR IMPLEMENTATION

### FUNDING & INITIATING CIRCUMSTANCE

*How is the implementation funded and what funds will support ongoing activities to sustain this change?*

*The “initiating circumstance for the implementation endeavor” refers to the entity initiating and driving the implementation endeavor, the source and type of implementation support, the timeline, approach, pacing, and endorsement of implementation outcomes. Four types of common initiating circumstances have been proposed: i] researcher initiated; ii] government initiated, typically with some provision of technical assistance; iii] organizationally initiated; and, iv] EBT developer, intermediary, or purveyor initiated [e.g. MST, Triple P] (Barwick et al., 2018).*

### IMPLEMENTATION TEAM

*Identify members of your implementation team. Can you repurpose an existing team or do you need to develop a new one? What core competencies are needed? Consider members within your organization as well as strategic partners from outside. Include members who (i) are flexible and adaptive to challenges; (ii) know the new innovation; (iii) are familiar with implementation science methods; (iv) work at multiple system levels (see big picture); (v) practice Plan, Do, Study, Act cycles, usability testing, and effective communication practices.*

## IMPLEMENTATION STEPS

## CAPTURE YOUR PLAN

### PREPARING FOR PRACTICE CHANGE

#### OPTIONAL PRE-PHASE 1

#### CHOOSING AN INNOVATION

If you don't know what evidence-based innovation is best for your context, discuss the following:

- 1) Identify **needs**: The underlying needs should be identified and articulated as the basis for exploration of appropriate practices.
  
- 2) Establish desired **outcomes**: A clear statement of what is to be achieved by introducing a new innovation.
  
- 3) Identify potential **evidence-based practices (EBPs)**: Consider various EBPs that may address the need and achieve the outcomes
  
- 4) Assess **resources and capacity**: Context is critical; whatever practice is chosen has to be "usable" and pragmatic in terms of resources and capacity.
  
- 5) Choose the **best-fit practice**: Consider needs/outcomes and resources/capacity and choose the innovation with the best fit.

- 1) What are your needs?
  
- 2) What are the desired outcomes; consider all partners perspectives?
  
- 3) What potential EBPs might meet these needs and outcomes?
  
- 4) How usable and pragmatic are these EBPs?
  
- 5) What is the best fit?

## IMPLEMENTATION STEPS

## CAPTURE YOUR PLAN

### PHASE 1: PREPARING FOR PRACTICE CHANGE

#### Readiness

- 1) Describe how well the target innovation aligns with identified **needs**.
  
- 2) Describe how well the target innovation **fits** with current services, priorities, structures, supports, community or organizational values.
  
- 3) Describe whether **adaptation** is required and what that would entail (will you be evaluating to ensure good outcomes?)
  
- 4) Describe the **resources** available for training, staffing, technology supports, data systems & administration.
  
- 5) What **evidence** is there of good outcomes if the innovation is implemented well? How well does that evidence align with your context?
  
- 6) Describe your **capacity** to implement as intended and to sustain implementation over time.

Your plan:

- a) Needs:
  
- b) Fit:
  
- c) Adaptation:
  
- d) Resource availability:
  
- e) Evidence:
  
- f) Capacity:

## IMPLEMENTATION STEPS

### PHASE 1: PREPARING FOR PRACTICE CHANGE

7) How will you obtain and maintain buy-in across all levels?

- Individual
- Organization
- System

8) How will you **foster a supportive change climate**?

9) How and when will you **communicate the goal and the pathway**?

10) **Staff selection and support mechanisms**: who will deliver the innovation; how will they be supported (coaching, supervision, technical assistance)?

11) How will you provide ongoing **staff training** (if needed) and assess staff competency and adherence (fidelity)?

## CAPTURE YOUR PLAN

Strategies for:

7) Creating and maintaining buy in:

- Individual level
- Organizational level
- System level

8) Fostering a supportive change climate:

9) Communicating the change:

10) Staff selection and support:

- How will staff be selected?
- How will staff be supported?

11) How will staff be trained?

How will you assess:

- Staff competency in delivering the innovation?
- Staff fidelity to the innovation?

## IMPLEMENTATION STEPS

## CAPTURE YOUR PLAN

### PHASE 2: IMPLEMENTATION STRUCTURE AND ORGANIZATION

Discuss the following:

- 1) What **partnerships** do you need? How will you develop them?
  
- 2) What **training** do you need? Who will do it? Where will it occur (think about sustainability of ongoing training)? How will it recur, over time, for new staff?
  
- 3) What **physical space** is needed for delivery of the innovation? What **materials or equipment**? How will these be procured?
  
- 4) How will you maintain **buy-in**, across all levels?
  
- 5) How will you **communicate** (and to whom?) about the implementation endeavor and your progress?
  
- 6) How will you evaluate (i) **fidelity** to implementation process, and (ii) **fidelity** to the innovation?
  
- 7) What **technology/systems/workflow** are needed to collect evaluation data? Who will be primarily responsible for ensuring quality of data collection, analysis, dissemination and discussion about changes the data may suggest?

- 1) Partnerships:
  
- 2) Training needs:
  
- 3) Physical space / materials / equipment. How procured?
  
- 4) Maintaining buy-in across all levels:
  
- 5) Communicating your progress with whom? How?
  
- 6) Evaluating fidelity:
  - To the implementation process (did you follow your implementation plan/steps as intended?):
  
  - To the innovation (was it delivered as intended?):
  
- 7) What do you need to collect data? Who will do it? How and when will you review it (build business process)?



