

ARK Implementation Checklist

Text = Red text denotes core tasks to be completed.

Phase 1 : Preparation [from decision to join ARK programme]	☑	Additional notes
I have completed the ARK online tool		
I have reviewed the resources website		
I have signed up to the ARK Forum		
I have outlined the flow of acute general medical patients in my hospital		
I have listed the existing processes for antibiotic prescribing and stewardship		
I have identified the local barriers to effective 'review and revise'		
I have identified strategies to overcome the local barriers		
I have identified a method for recording in the drug chart the Decision Aid categories		
I have reviewed the trust's 'review and revise' audit data		
I have identified how I will monitor the impact of ARK		
I have obtained the board level support required		
I have investigated how to get the ARK online tool included in the Trust's learning and development programme		
I have investigated how to get the ARK online tool included in the appraisal process		
I have identified and recruited the staff to involve in the ARK Core Team		

Phase 2: Planning and Piloting [4 months before implementation]	☑	Additional notes
I have sent the links to the online tool and resources website to the ARK Core Team members (before the initial planning meeting)		
I have held an initial planning meeting with the ARK Core Team		
During the meeting, I have introduced the aims of the ARK implementation		
I have discussed the Decision Aid and how to use it in local practice		
I have reviewed data available on 'review and revise' in my Trust		
I have discussed how ARK will be launched and established		
I have planned the organisation of the kick off meetings for the wider clinical team		
I have discussed how we will gather data to assess the adoption and impact of the intervention		
I have discussed how to facilitate regular, supportive discussion with the wider clinical team regarding the implementation of ARK		
I have discussed how ARK will be sustained		
We have agreed on the specific roles of the team members		
I have arranged for ongoing ARK Core Team meetings		
I have piloted the local implementation tools / processes		
I have the approval to integrate the Decision Aid into the existing prescription system		
I have approval to use the patient leaflet		
I have obtained learning and development approval for the ARK online tool		

Phase 3: Organise kick-off [2 months before implementation]	<input checked="" type="checkbox"/>	Additional notes
I have made a list of people to involve in the wider clinical team		
I have identified 20-30 key members of staff who would be actively engaged and willing to help implement ARK		
I have made a list of other people who might be interested		
I have organised and publicised the kick-off meetings		

Phase 4: Get Ready for Implementation [2 weeks before implementation]	☑	Additional notes
I have reminded staff to complete the online tool before the kick-off meetings		
I have sent a second reminder to staff to complete the online tool just before the kick off meetings		
I have run the kick-off meetings		
During the meeting I have presented the national and local rationale to ARK (including the presentation of local audit data)		
I have made sure everyone had completed the ARK online tool		
I have discussed with the staff how to use the Decision Aid in local practice		
I have explained how ARK will use data collection and feedback		
I have discussed potential barriers and addressed the team's concerns		
I have organised regular discussion meetings with clinical teams to monitor performance and rates of antibiotic prescribing		
I have organised regular ward rounds and huddles to monitor staff awareness and use of the decision aid		

Phase 5: Implementation [0 weeks]	<input checked="" type="checkbox"/>	Additional notes
I have started the implementation from the planned implementation date		

Phase 6: Ongoing Implementation	☑	Additional notes
I have collected objective evidence on how ARK is being implemented		
I have examined how current rates compare to baseline and the ARK targets		
I have provided regular, supportive feedback to the wider clinical team (based on the data collected)		
I have explored with the wider clinical team how the decision aid is being used in practice and identified and addressed any barriers		
I have discussed case examples taken from recent daily practice with the wider clinical team to stimulate discussion on how to implement the decision aid		
I have held regular meetings with the ARK Core Team		
I have ensured new staff train in ARK		
I have provided adequate handover in the event of staff changeover		
I have planned for ongoing data collection		
I have planned for ongoing discussion with the wider clinical team		