

**IMPLEMENTATION WORK PLAN**

**Name: ONF BPG for TBI (A2.1 and A2.2)**

GOAL	OBJECTIVE	TASKS	Target Date	Status(assigned or completed)	MRP
1. Create Project Description and Work Plan.	1.1 Drafts created by Advisory Group.		23 Feb 2018	Complete	Dawn
	1.2 Documents approved by Implementation Working Group.		06 April 2018	Complete	Dawn
2. Develop Implementation Working Group. Determine membership. Establish frequency, duration, and format for IWG meetings.	2.1 Determine membership.	Additional IWG members and Key Consultants to be invited.	06 April 2018	Complete	Dawn
	2.2 Establish frequency, duration, and format for IWG meetings.		06 April 2018	Complete	Dawn
3. Determine the guiding principles for the project.	3.1 IWG to develop and adhere to guiding principles.		18 April 2018	Complete	Dawn
4. Explore how targeted gaps (A2.1 and A 2.2) are addressed in other areas (GTA –	4.1 Investigate mechanism for addressing gaps in GTA (Ontario		23 Mar 2018	Complete	Dawn

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Ont Shores/CHIRS/CAMH, Thunder Bay, anywhere else in the world).	Shores/CHIRS/CAMH)				
	4.2 Investigate mechanism for addressing gaps in Thunder Bay.		23 Mar 2018	Complete	Dawn
	4.3 Determine if and how addressed in other parts of the world.		23 Mar 2018	Complete	Dawn
5. Determine mechanism for addressing gaps.	5.1 Upon consideration of other implemented initiatives, determine the mechanism for this implementation.	5.1.1 Learn about the local Pressures and Priorities process for Developmental Services.	18 April 2018	Complete	Dawn
		5.1.2 Develop mechanism.	18 April 2018	Complete	Dawn
	5.2 Determine mechanism for providing education (part of guidelines).		Jan 2019	Complete	Dawn
	5.3 Determine admission criteria for "referrals."		13 Jun 2018	Complete	Dawn
	5.4 Determine process for processing "referrals."		13 Jun 2018	Complete	Dawn
	5.5 Determine process for addressing client needs.		13 Jun 2018	Complete	Dawn

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	5.6 Determine process for documentation including sharing and auditing.		29 Jun 2018	Complete	Dawn
	5.7 Determine table representation for KFLA, LLG and HPE.	KFLA determined.	Jan 2019	Awaiting responses to invitations	Dawn
	5.8 Trial the processes.	Trial in KFLA.	Nov/Dec 2018	Complete	Dawn and Michelle
	5.9 Review feedback of trial.		Jan 2019	Complete	Dawn
	5.10 Revise processes as required.		Jan 2019	Complete	Dawn
6. Develop evaluation plan.	6.1 Review evaluation plan of other implemented projects.		23 Mar 2018	Complete	Dawn
	6.2 Determine if the data from other implemented projects could provide baseline data.			N/A	
	6.3 Determine what relevant data is currently collected in SE LHIN.		11 May 2018		Dawn
	6.4 Determine if other data collection is required, how this will be obtained.		11 May 2018		Dawn
	6.5 Determine indicators.	Consider structure, process, outcome, and balancing indicators.	11 May 2018		Dawn

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	6.6 Determine how data is analyzed and reported (to whom and by whom.)		Jan 2019	Complete	Dawn
7. Determine and implement sustainability plan	7.1 Determine in writing the required roles for sustained mechanism.		Feb 2019	Complete	Dawn
	7.2 Determine who will fulfill each role and term(s) of tenure.		Feb 2019	No tenure. Complete	Dawn
8. Determine venues for knowledge translation.	8.1 Present project as case study at annual Brain Injury Services conference in May 2018, Hamilton.		May 2018	Complete	Judy Gargaro
	8.2 Participate in KHSC - KGH site - forum to explore addiction-related initiatives			N/A	Dawn
	8.3 Participate in National or International Brain Injury Conference (e.g. OBIA Nov 2018 Toronto; IBIA World Congress 2019 Toronto; Ont Community Family Physician conference Toronto; Canadian Society of Addiction Conference, Vancouver Oct 2018; Family Medicine Forum, Ontario,	Abstract accepted for IBIA March 2019.  Will submit for OBIA Nov 2019.		Ongoing	Michelle

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	Psychiatry retreat Queen's; CPD Queen's Faculty Development Office; CSC?; Quality Improvement conferences; IDEAS opportunities; )				
9. Celebrate success.	9.1 Recognize project milestones	Acknowledge during Working Group meetings.	Mar 2019		Dawn
	9.2 Participate in Providence Care Quality and Safety Day		Nov 2019?	Post Project	Michelle?
	9.3 Participate in KHSC – KGH site – Nursing Week celebrations		?	Post Project	Michelle?
	9.4 Consider project for presentation at conferences.	Respond to calls for abstracts as feasible.		ongoing	Michelle
	9.5 Closing celebration	Possibly invite SEO continuum stakeholders to learn about the project and the outcomes and the newly-offered service to TBI and Mental Health/Addictions?	Feb 2019	Not doing as too resource intensive.	Dawn
		Recognize participants as Best Practice Champions	Feb 2019	Complete	Dawn