Dissemination of Standard Information

Points to Remember

- What information needs to be published and disseminated?

- What components of the Standard are needed?

- Do forms for documentation/monitoring or assessment tools need to be developed along with instructions for use?

- Have educational materials been developed (e.g. self-study)? Have the needed educational materials been identified and purchased (binders, labels)?

- Have the Standard/ forms/ tools/ materials been sent to printing?

- Master Copies stored where: _____ and maintained by whom: _____

- What is the plan for dissemination of information? Define to whom and how the information will be disseminated (circulating to users, manual updates, posting, publishing, CME projects, web-based, newsletters, etc.) Ensure that required products/ materials/ equipment is available at the point of care.

- How will the information be updated?

- Name and Volume # of relevant Manual where information is/will be published

- Identify the following:

- Proposed Table of Contents LOCATION and NAME

- Proposed INDEX NAMES (S) - Include cross-references

- Name and URL of relevant Web Page where information is published

- Scheduled update - distribution of information (e.g. memos, manuals, web pages)