

Evaluation Checklist

Issues and Questions to Consider when Developing an <u>Evaluation Plan</u>

- Review issues; clarify rationale and desired outcome for proposed Standard or change in practice.
- Describe expected outcomes (e.g. change in practice behavior, patient outcomes)
- Have we identified factors that influence outcomes in a given population?
- What are the pre-implementation benchmarks? (i.e. to measure your Standard against afterwards)
- Where feasible, identify how the effectiveness of the proposed change in practice will be measured. Does the Standard in fact, improve practice by being followed?
- How will utilization of/compliance with the Standard be measured?
- How will you decide that the Standard has been successfully implemented?
- How will you decide that the Standard achieved its intended change?
- How will we know that a change is an improvement?
- What changes can we make that will result in an improvement?
- Can we develop or refine a system to measure outcomes?
- Can you identify and document performance, structure, process and outcome indicators.
- Can we attempt to link the data to specific practices and processes
- Can we identify the data that will serve as the outcome or “proxy” outcome measure?
- What key indicators have been selected to monitor?
- Will the indicators reflect how we know the Standard is making a difference - both to clinical outcomes and to the folks carrying out the new practice/program/service/protocol?
- When will the Standard be evaluated? Why is this time frame being used?
- Will the evaluation be done formatively (concurrently) or summatively (retrospectively) in respect to implementation?
- What is the data source? (i.e. health record, survey/audit, focus group)

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- What is the type of measurement tool (i.e. clinical, financial, patient reporting, access to resources such as O.R. booking times, clinician reporting, etc.)?
- Can we have practitioners identify and document in the clinical record the actions that have occurred to validate or improve practice or processes?
- How can we collect and analyze the relevant information? Who will do the work?
- Have you considered the Research Ethics and Freedom of Information (FOI) implications of data collection and whether you will need to access VIHA resources to get approval regarding these issues?
- Is there a need for the current guideline to be reviewed following the initial evaluation? If yes, why? Describe review process: recommended date for review.