

## Supporting Documentation for Standard Implementation

- **Title of Standard**
- **Type of Standard** - e.g. Guideline, policy, procedure, standard, documentation, change in practice, organizational change etc.
- **Describe the target audience** for whom the Standard is intended (specific patient population, specialty group, internal staff)
- **Clearly defined and described the goal or outcome to be achieved by** developing/implementing this particular Standard (e.g. standardized management, improved utilization, improved patient/resident/client outcomes, healthy workplaces). These goals/outcomes will in turn drive Standard competencies and evaluation.
- **Clarify the rationale for the Standard and attached any other pertinent background information.** This does not refer to the purpose of the Standard, which would be on Standard itself.
- **Identify the choice of format for Standard presentation** and whether the format conforms to any of the existing VIHA format styles. Formatting choices could be adapted to the intended audience and the problem being addressed: e.g. it could be a checklist, a narrative, a care map, an algorithm, a critical pathway, etc.
- **Include any similar and/or existing Standard within VIHA in the background documentation** and address issues related to agreement, replacement or supplementation.
- **Briefly describe the results of the Standard's development and investigations** (e.g. literature search, legal rulings, industry standards, and professional standards).
- **Indicate if the Standard has been approved** by the appropriate VIHA process/body and been assigned a VIHA Policy/Procedure number.
- **Identify the implementer(s) or implementation task group members.**
- **List all major users and affected groups/units/departments** (including client representatives) and describe their involvement with the Standard development/implementation.
- **Identify competencies derived from Standard goals** for resident/patient care and for professional development.

- **Include the developed action plan** (describes implementation options, recommendations, time frames).
- **Describe any implications** that the Standard may have **that have been identified and approved** by appropriate body (e.g., cost in time and money to implement, inservice education requirements, potential savings).
- **Include a statement regarding intention (or time estimate) to review and update** the Standard in order to remain current.