

UTI Program

Appendix G: Implementation Action Plan

This is an excerpt from the Urinary Tract Infection (UTI) Program: [Implementation Guide \(Appendix G\)](#). This template will help you plan each of the steps and strategies in your implementation of the UTI Program. This tool can be used to review program strategies, document decisions, and assign tasks and timelines in preparation for each implementation strategy.

Increase Buy-In and Support

Action Plan Strategy A: Involve local influencers

Question	Your Answer
Who are our local opinion leaders and influencers?	
How will they be involved?	
If they are not yet involved, who is responsible for including them?	
How will they reach out to them and when will they reach out?	

Action Plan Strategy B: Generate buy-in

Question	Your Answer
What existing meetings/events can we use to address the problem of antibiotic-related harms?	
Who should be involved?	
Who will lead this initiative?	
Who will identify the groups that need to be involved in creating buy-in?	
How will we address resistance to the UTI program from these groups?	

Action Plan Strategy C: Align policy and procedures to reflect practice changes

Question	Your Answer
Who will lead the review of policies and procedures?	
With whom do we need to consult?	
When do we hope this process will be complete?	
How will we notify staff about these changes?	

Action Plan Strategy D: Review how resident symptoms are documented and communicated

Question	Your Answer
What information do you want to collect? E.g. presenting signs and symptoms, urine cultures taken, antibiotics prescribed	
How will you collect the information?	
Who will be responsible for completing the documentation?	
What supports will they need?	
Who will be responsible for tallying the monthly results?	
Who will share this information back with the UTI Implementation Team for further discussion?	

Increase Knowledge and Develop Skills

Action Plan Strategy E: Deliver education to staff

Question	Your Answer
Who will lead the education session(s)?	
Who will develop the schedule for the education session (s)?	
When will the sessions be delivered?	
What resources are needed to deliver education?	
Are there other educational channels we will use (e.g., orientation sessions, online learning platforms, huddles, bullet rounds)? If so, who will coordinate this?	

Action Plan Strategy F: Provide information and education to residents and families

Question	Your Answer
Who will coordinate the communication strategy with residents and families?	
How will staff be oriented on these resources?	

Action Plan Strategy G: Use coaching to reinforce practices and support staff

Question	Your Answer
Who can deliver coaching?	
How will they be oriented on the program?	
What resources will we provide them with?	
How will we let staff know who the coaches are and how they can help?	

Monitor Practice and Give Feedback to Staff

Action Plan Strategy H: Keep track of how your home is doing and provide feedback to staff

Question	Your Answer
Who will be responsible for providing information back to staff?	
How will they share this information back and in what format?	
How often will they share this information back?	

Action Plan Strategy I: Continue to remind staff of key practice changes

Question	Your Answer
How will your home deliver reminders to staff?	
Who will be responsible for this strategy?	

Contact

This resource is part of Public Health Ontario's UTI Program.

For more information, please visit www.publichealthontario.ca/UTI or email uti@oahpp.ca.