### 2G: Managing Change Checklist

**Background:** This tool can be used to monitor your progress on completing the managing change activities.

**Reference:** Developed by Falls Toolkit Research Team.

**How to use this tool:** The Implementation Team leader (or individual designated by the leader) should complete the checklist upon starting his/her role as leader and review the checklist quarterly thereafter.

Use this tool to ensure you have not skipped any essential steps in your fall prevention efforts.

##### Managing Change Checklist

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| Implementation Team composition |  |
| Team leader identified and in place |  |
| Members with necessary expertise/role identified and invited |  |
| Linkage to senior leadership defined and established |  |
| Team startup |  |
| Team agenda and charge clearly stated |  |
| Necessary training and resources in place for team to get started |  |
| Assessment |  |
| Current state of fall prevention practice and knowledge assessed |  |
| Current practice and policies systematically examined |  |
| Challenges to good practice identified at organization and unit levels |  |
| Staff knowledge assessed |  |
| Starting the work of redesign |  |
| Approaches to redesign explored and chosen |  |
| Gap analysis conducted between current practice and recommended practice |  |
| Setting goals and plans for change |  |
| Specific goals set |  |
| Plan initiated for making changes to meet those goals |  |
| Preliminary plan in place for sustaining the changes |  |