

TOOL 2-4

MOLST Implementation Sample Work Plan



Meeting Participants: Clinical Champion(s), Task Force members, key stakeholders or advisors or special invitees

ACTIVITIES	MATERIALS	TASK ASSIGNMENTS	TIMELINE
<p>Task Force Meeting #1: Introduction and Orientation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overview of MOLST, statewide expansion and expectations for institutional implementation <input type="checkbox"/> Status of institutional support and site readiness <input type="checkbox"/> Review MOLST form and related documents <input type="checkbox"/> Q & A about MOLST and site implementation (Track questions or issues that need answers) <input type="checkbox"/> Discuss members' role/responsibilities <input type="checkbox"/> Discuss proposed timeline for implementation <input type="checkbox"/> Identify others who should be on the Task Force <input type="checkbox"/> Schedule 4-5 dates for Task Force meetings 	<p>Sign-in sheet</p> <p>MOLST overview materials from www.molst-ma.org</p> <p>Implementation Work plan</p>		
<p>Task Force Meeting #2: Implementation planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan logistics of how implementation will work (who/what/when/where/how) <input type="checkbox"/> Identify possible barriers and challenges <input type="checkbox"/> Identify additional necessary steps/activities needed before implementation <input type="checkbox"/> Draft a timeline for implementation <input type="checkbox"/> Determine how implementation will be coordinated/supervised/monitored/supported <input type="checkbox"/> Discuss status of institutional policy/protocol development 	<p>Considerations for Site-Level Implementation</p> <p>MOLST policy/draft (if available)</p>		
<p>Task Force Meeting #3: Training planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine who at institution needs training <input type="checkbox"/> Review MOLST training materials <input type="checkbox"/> Determine types/levels of training needed per audience/participant groups <input type="checkbox"/> Determine best vehicles/venues for training (for start-up and ongoing venues for sustainability) <input type="checkbox"/> Identify potential trainers and trainer preparation <input type="checkbox"/> Determine whether patient/family education and outreach is needed and how to deliver <input type="checkbox"/> Review consumer education materials 	<p>MOLST training materials</p> <p>List/org chart of departments, contacts, etc.</p> <p>Institutional meeting dates/schedules (e.g. rounds, committees, department mtgs.</p>		
<p>Task Force Meeting #4: Evaluation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine evaluation plan and tools <input type="checkbox"/> Discuss how evaluation activities will be implemented <input type="checkbox"/> Identify existing evaluation measures/processes (that could potentially incorporate MOLST) 			
<p>Task Force Meeting #5: Next Steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify outstanding tasks and assign activities <input type="checkbox"/> Determine need/tasks for additional Task Force meetings and schedule meetings if needed 			
<p>Implement MOLST on agreed-upon go-live date</p>			