

Stage 1: Pre-Trial

Check Off	Step	Date	Responsible Party
<input type="checkbox"/>	Establish parameters and expectations of trial with key stake holders.		
<input type="checkbox"/>	Determine which unit(s) will trial the product.		
<input type="checkbox"/>	Establish a preliminary inservice schedule for staff training on the unit and the timeframe for the evaluation.		
<input type="checkbox"/>	Determine number of units of PRO-heeLx and/or Wedges that will be used.		
<input type="checkbox"/>	Provide evaluation forms to staff and set forth expectation to complete forms during the evaluation.		
<input type="checkbox"/>	Provide proper instructional and training tools (posters, sizing guides) on the proper use of the product.		

Stage 2: Trial

Check Off	Step	Date	Responsible Party
<input type="checkbox"/>	Provide inservice training for nursing staff.		
<input type="checkbox"/>	Distribute evaluation forms to nursing staff.		
<input type="checkbox"/>	Review support materials with staff that documents and showcases best practices and proper use of the product.		
<input type="checkbox"/>	Meet with nursing staff during trial to provide additional education and training as needed.		
<input type="checkbox"/>	Collect all evaluation forms from staff at the end of the evaluation.		
<input type="checkbox"/>	Identify key supporters on the trial unit who will communicate the outcomes of the trial.		
<input type="checkbox"/>	Meet with stakeholders to discuss the outcomes of the trial.		

Stage 3: Conversion

Check Off	Step	Date	Responsible Party
<input type="checkbox"/>	Summarize the results of the trial to ensure that all the agreed upon expectations were met.		
<input type="checkbox"/>	Set conversion date.		
<input type="checkbox"/>	Work with distributors on proper stocking levels.		
<input type="checkbox"/>	Establish monthly product quantities and proper distribution of product to units.		
<input type="checkbox"/>	Add product to facility clinical training protocols and procedures.		
<input type="checkbox"/>	Set inservice date for facility on all units that will need to be trained on the product and provide necessary training and educational tools.		
<input type="checkbox"/>	Work with nursing staff after conversion each month during first quarter and every quarter thereafter to ensure continued success and positive patient outcomes.		

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