

Improving Analgesia in Hospital Emergency Departments: Optimising Use of Pethidine**Schedule of Activities**

Activity	By when	Detailed tasks required	Comments
Execute contract	July	<ul style="list-style-type: none"> Confirm starting date 	NSW TAG
Recruit project officer	July/Aug	<ul style="list-style-type: none"> Advertise via e-mail networks 	√
Formalise project structure	July/Aug	<ul style="list-style-type: none"> Write project description Define reporting structure Prepare package for Ethics Committees Develop timetable of activities Schedule meeting times 	√ √ √ √ √
Formalise project group	Aug/Sept	<ul style="list-style-type: none"> Confirm expressions of interest from participating hospitals Nominate coordinators in participating hospitals and confirm contact details Confirm Ethics approval 	√ √ √ some pending
Prepare initial educational material	Aug/Sept - Jan	<ul style="list-style-type: none"> Prepare PowerPoint slides for hospital coordinators to use Prepare decision-support materials (copies of guidelines, posters, stickers etc) Set up listserver / web page for support 	√ work in progress √ work in progress √
Convene Clinical Reference Committee	Sept Nov distrib. Dec	<ul style="list-style-type: none"> Confirm evaluation criteria <ul style="list-style-type: none"> Existing guidelines (TAG, TG, etc) Local guidelines (hospitals) Confirm approach to data management Endorse initial educational material-key messages Draft evaluation plan Confirm approach to feedback reporting 	√ √ √ work in progress √ work in progress √ work in progress
Engage hospital stakeholders	Sept/Oct Dec	<ul style="list-style-type: none"> Hospital coordinators identify and engage key staff / committees Seek ongoing input and feedback Deliver initial education program (HCs) 	√ √ via weekly newsletter √ 3/12/02
Prepare data collection tools and feedback report formats	Sept Oct/Dec	<ul style="list-style-type: none"> Endorse data collection forms Endorse procedure for data collection Endorse report format and procedures for feedback to prescribers and committees 	√ √ work in progress √ work in progress

Pilot data collection tools and feedback report formats	Sept/Oct Nov/Dec/ Jan	<ul style="list-style-type: none"> • Confirm sample for pilot • Pilot data collection and feedback process • Pilot Report back to Project Group • Redraft forms / report formats • <i>Revise educational material if necessary</i> 	<ul style="list-style-type: none"> √ √ √ √ √ work in progress
Preliminary report to NICs	Nov	<ul style="list-style-type: none"> • Due 3mths after execution of contract • Includes project plan, evaluation plan 	√ Project coordinator
Audit cycle 1 <ul style="list-style-type: none"> • Implement audit • Prepare feedback reports • Implement targeted interventions <i>including education program</i> 	Dec	<ul style="list-style-type: none"> • Confirm data collection period 	√
	Jan	<ul style="list-style-type: none"> • Implement audit (last week Jan) • Confirm process for support from TAG 	
	Feb	<ul style="list-style-type: none"> • Hospital coordinators distribute feedback reports to prescribers / committees • Report back from hospitals to Project Group • Identify targeted interventions • Implement targeted interventions • Evaluation - Dr/RN comments on Rx satisfaction 	Ref C'ttee + Project Gp
Progress report to NICS	Apr	<ul style="list-style-type: none"> • Due 6mths after execution of contract • Includes progress, difficulties encountered, performance to schedule, financial report 	Project coordinator
Audit cycle 2 <ul style="list-style-type: none"> • Implement audit • Prepare feedback reports • Implement targeted interventions • Revise educational materials 	Mar	<ul style="list-style-type: none"> • Review process on basis of Audit 1 	
	Apr	<ul style="list-style-type: none"> • Review process on basis of Audit 1 	
	May	<ul style="list-style-type: none"> • Report back from hospitals to Project Group 	Ref C'ttee + Project Gp
Audit cycle 3	June	<ul style="list-style-type: none"> • Implement audit • Feedback • Education • Report back 	
? Audit cycle 4	Aug/Sept	<ul style="list-style-type: none"> • Implement audit • Feedback • Report back 	? May not be time for this
Evaluate and define ongoing processes	Aug	<ul style="list-style-type: none"> • Evaluation reports from hospitals • Hospitals to confirm plan for ongoing monitoring / action 	
Prepare final reports	Aug	<ul style="list-style-type: none"> • Prepare project monograph for NICS web site • Prepare final report for NICS • Prepare presentation for NICS forum • Prepare publication(s) 	Project coordinator
Distribute final report to participating hospitals	Sept	<ul style="list-style-type: none"> • Completion of project • Thank you letters to hospital coordinators, reference committee members, etc 	