



INFO ROLLOUT SUMMARY

PHASE 1

1. Step 1 – Stakeholders consulted

- a. Dr Rose to present at MD, RN, RT meetings or rounds to socialise INFO concept, answer questions about the process and address concerns raised by the staff.

2. Step 2 – Identify champions and facilitator group

- a. Champion within each of the major stakeholder groups e.g. MD / RN / RT who will be responsible for guiding the implementation and maintenance of the INFO process within the unit.
- b. Decide who will be facilitating the debriefings

3. Step 3 - Customise INFO form

- a. With input from end users through the champions
- b. Triggers will be customised.

4. Step 4 - INFO Basics Workshop

- a. Identified facilitator group e.g. charge nurses
- b. 2 hours
 - i. The INFO Debriefing tool in detail
 - ii. Practice simulated debriefings

5. Step 5 - INFO rollout in the Unit

- a. 6 months

6. Step 6 - Post rollout survey

- a. Redcap link sent
- b. Data correlated
- c. All suggestions reviewed

7. Step 7 - Next steps

- a. Identify facilitators who will become INFO trainers
- b. Trainers either complete INFO bridging course if they have already done the INFO Basics workshop (step 4) or the full Train the Trainer workshop if not.