



Start-up Implementation Checklist

(Refer to the Implementation Process Presentation for further details)

Task	Responsible	Update
1. Organize a start-up conference call with the OLTCA COPD project leads (this is to provide direction)		
2. Become familiar with the tools provided to you on the memory stick		
3. Select your COPD Champion(s)		
4. Organize your COPD Advisory Committee		
5. All participating staff take the Bristol pre-test (prior to receiving any education) using the survey link or hard copy		
6. Hold your first CAC meeting (include your MD/physician, pharmacist, champion's, DOC/RCM, others)		
7. Identify COPD issue in your home or retirement community (number of residents with diagnosis, number of suspect residents, exacerbations over last 3 – 6 months)		
8. Determine which (or all) residents will participate in the pilot		
9. Hold staff information sessions – inform about the pilot		

10. Hold family information sessions – inform about the pilot		
11. Commence with education modules: 1 – 7, at your desired pace		
12. Take Bristol survey using the post-test survey link or hard copy at the conclusion of education (roughly 30 days)		
13. Commence with completion of the COPD Nursing Protocol (hard copy for resident file). Assessment data entered on the Resident Data Capture Link. This is done at the start of the pilot and at six months		
14. Introduce the Physician Protocol to your medical lead (although they should be aware of the protocol at this stage)		
15. Resident completes the CAT (LTC) or CRQ (Ret) survey (with or without assistance)		
16. Plan of action developed for the resident		
17. Capture exacerbation events using the link provided		
18. Provide project feedback using the using the pilot project feedback link		
19. Continue to work with your OLTCA COPD contacts – they will arrange a site visit to your home in 30 – 60 days		
20. When in doubt contact Maria Blouin our Respiratory Therapist and Education Lead or Chris Brockington, Project Lead (see contact list)		

