

Action Plan for Implementing a People First Training

Implementation Milestones	Tips	Team Member Actions
<p>#1 Design your program</p> <p>Determine your time needed and who will be involved in the team.</p> <p>Determine pay or protected time for the team.</p>	<ul style="list-style-type: none"> ● Two people for Perspective Taking module with interviewer and person with lived experience ● One person or video for neurobiology of addiction ● One clinician for treatment education 	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <hr/>
<p>#2 Engage your stakeholders</p> <p>Engage hospital education and CE and/or CME teams. Also, nursing leadership (eg. ED charge nurses), department leadership, chief executive champion.</p>	<ul style="list-style-type: none"> ● Engage hospital education for paid education/CME/CE ● Engage hospital marketing for promotion ideas (eg. weekly newsletter, clock in/out locations) ● Engage clinician leaders 	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <hr/>
<p>#3 Schedule Trainings</p> <p>Schedule the trainings at different times and days to engage different shifts</p>	<ul style="list-style-type: none"> ● Reach out to department directors for convenient times (eg. skills day, department meeting) ● Discuss making training mandatory or voluntary ● Get the word out (eg. Marketing, org-wide emails, time in meetings) 	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <hr/>

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<p>#4 Develop and administer pre-survey</p> <p>Utilize same survey pre and post training</p>	<ul style="list-style-type: none"> • Find a stigma survey (eg. Drugs And Drug Users' Problems Perceptions Questionnaire) • Administer a pre-course hospital stigma survey • Develop a program evaluation form • Decide on a time and strategy post training to re-administer survey 	<p><input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</p> <hr/>
<p>#5 Review feedback and post survey results</p> <p>Review feedback to improve trainings</p>	<ul style="list-style-type: none"> • Review feedback to improve trainings • Do hospital wide stigma survey 6 months and 1 year post trainings • Share results with hospital leadership 	<p><input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</p> <hr/>
<p>#6 Engage community partners</p> <p>Connect with outside community organizations for training opportunities</p>	<ul style="list-style-type: none"> • Connect with community-based organization leaders (eg. youth facing, housing programs, crisis continuum) • Promote community understanding of addiction and availability of treatment • Q/A to facilitate understanding 	<p><input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</p> <hr/>