

## Action Plan for Implementing a People First Training

Implementation Milestones	Tips	Team Member Actions
<p><b>#1 Design your program</b></p> <p>Determine your time needed and who will be involved in the presentation team. Determine pay or protected time for the team.</p>	<ul style="list-style-type: none"> <li>● Two people for Perspective-taking module with interviewer and person with lived history</li> <li>● One person or video for neurobiology of addiction module</li> <li>● One Clinician for treatment education</li> </ul>	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <hr/>
<p><b>#2 Engage your stakeholders</b></p> <p>Engage hospital education leaders, nursing leadership, department leadership.</p>	<ul style="list-style-type: none"> <li>● Could propose as part of skills days</li> <li>● Potential for paid education/CME as incentive</li> <li>● Engage hospital communications for promotion</li> <li>● Engage clinician leaders</li> </ul>	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <hr/>
<p><b>#3 Schedule Trainings</b></p> <p>Schedule the trainings at different times and days to engage different shifts</p>	<ul style="list-style-type: none"> <li>● Reach out to department directors for skills day, department meeting, or other training time.</li> <li>● Discuss if mandatory or voluntary</li> <li>● Get the word out</li> </ul>	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <hr/>

Implementation Milestones	Tips	Team Member Actions
<p><b>#4 Develop and administer pre-survey</b></p> <p>Utilize same survey pre and post</p>	<ul style="list-style-type: none"> <li>• Find a stigma survey</li> <li>• Administer a pre-course hospital stigma survey</li> <li>• Develop a program evaluation form</li> </ul>	<p><input type="checkbox"/> _____      <input type="checkbox"/> _____      <input type="checkbox"/> _____</p> <hr/>
<p><b>#5 Review feedback and collect post survey</b></p> <p>Review feedback to improve trainings</p>	<ul style="list-style-type: none"> <li>• Review feedback to improve trainings</li> <li>• Develop a link to a post survey for participants</li> <li>• Do hospital wide stigma survey 6 months and 1 year post trainings</li> </ul>	<p><input type="checkbox"/> _____      <input type="checkbox"/> _____      <input type="checkbox"/> _____</p> <hr/>
<p><b>#6 Engage community partners</b></p> <p>Connect with outside community organizations for</p>	<ul style="list-style-type: none"> <li>• Connect with community leaders</li> <li>• Use trainings to create better community understanding of addiction and treatment available</li> </ul>	<p><input type="checkbox"/> _____      <input type="checkbox"/> _____      <input type="checkbox"/> _____ r</p> <hr/>