

I. PRACTICE QUESTION	
Step 1: Recruit Interprofessional Team	
Enter the names and credentials of the principal investigators to be listed in the IRB submission.	
Step 2: Define the Problem	
This is your abbreviated description of the problem and any relevant statistics to support your position.	
Step 3: Develop and Refine the EBP Question	
Enter your (nondirectional) PIOCT statement here.	
Step 4: Identify Stakeholders	
Enter the names of the types of groups impacted by this project, including any specific names you will be working with or impacting that are not principal investigators.	
Step 5: Determine Responsibility for Project Leadership	
From your principal investigator list above, who are your primary contacts and contact information (for your easy reference).	
Step 6: Schedule Team Meetings	
Define the recurring appointments for meetings with your work team, or other groups involved with this project.	
II. EVIDENCE	
Step 7: Conduct Internal and External Search for Evidence	
Document your search terms, number of pieces of evidence, inclusion, and exclusion criteria.	
Step 8: Appraise the Level and Quality of Each Piece of Evidence	
Either insert a table here or develop an evidence table to synthesize the strength of your evidence found in your search.	
Step 9: Summarize the Individual Evidence	
Either document here by inserting your evidence table or attach one to the end of this document.	
Step 10: Synthesize Overall Strength and Quality of Evidence	

<ul style="list-style-type: none"> i. Strong, compelling evidence, consistent results ii. Good evidence, consistent results iii. Good evidence, conflicting results iv. Insufficient or absent evidence
Document your opinion of the strength of your overall evidence for this project.
Step 11: Develop Recommendations for Change Based on Evidence Synthesis
Based upon the strength and recommendations of your evidence document options for change discovered in the evidence.
III. TRANSLATION
Step 12: Determine Fit, Feasibility, and Appropriateness of Recommendation(s) for Translation Path
Based upon the strength and recommendations of your evidence, your professional judgement, input from patients and family, and whether recommendations are a good fit for your setting, document your options and include your reasons why or why not.
Step 13: Create Action Plan
Document your detailed action plan for moving forward, aims and methods of measurement, design and methods, targeted study population, recruitment, consent, timeline, dissemination, etc.
Step 14: Secure support and Resources to Implement Action Plan
Document your communication plan to stakeholder groups, essential approvals, resources needed and associated costs, assignment of responsibility, including IRB submission and plans for dissemination.
Step 15: Implement Action Plan
Establish a Go Live date and document adjustments you make to the project during execution.
Step 16: Evaluate Outcomes
Document the plan for analysis, statistician involvement, timeframe, software or other resources.
Step 17: Report Outcomes to Stakeholders
Document plan for dissemination of results of study and any feedback received along with follow-up steps if needed.
Step 18: Identify Next Steps

Identify next steps, new phases of study, anticipated review dates and any plans put in place to ensure these happen.
Step 19: Disseminate Findings
Document any type of dissemination, date, who was involved, journals, books, websites, meetings or conference names and locations.