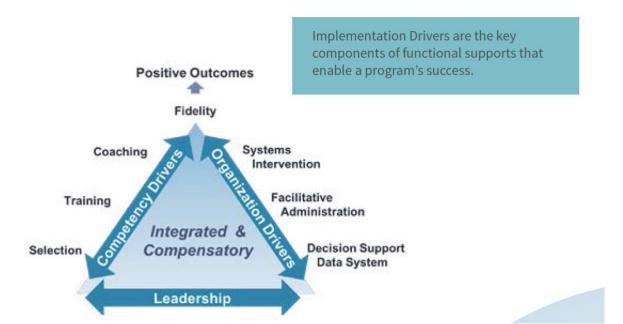
Worksheet for Assessing Current Organizational Implementation Capacity (Implementation Drivers)

This Worksheet is intended for the use by Implementation Teams as an initial assessment of how their organizational functions/infrastructure will support the implementation of a new programme, practice or strategy. It draws on the Active Implementation Frameworks – Implementation Drivers developed by the National Implementation Research Network, with adaptations by Jacquie Brown.



How To Use This Tool

- The Implementation Team should answer each question with either Yes, No or Don't Know to get a preliminary sense of implementation capacity.
- Suggested next step should be recorded to provide the basis for an initial action plan for the operational implementation team.
- Further development in each area will be required, particularly where No or Don't Know is the current assessment.

Worksheet for Assessing Current Organizational Implementation Capacity

(Implementation Drivers)

Facilitator(s):	Today's Date:
	Individuals Participating in the Assessment:
Practice/Program Being Assessed Today:	

Relevant Staff for Practice/Program:

Which staff are involved in use of the practice/program?		
Which of those staff are considered in this assessment?		
Which of those staff are considered in this assessment?		

Worksheet for Assessing Current Organizational Implementation Capacity

(Implementation Drivers)

Organisation Function/ Drivers	Questions for the Implementing Organization to consider	In place (2) Partially in Place (1) Not in Place (0)	Next steps: What needs to happen? Who will do it?
Functions to Support	Competence		
Staff Recruitment / Selection	 Is there a process in place already to identify who will deliver the programme/practice/strategy? 		
Staff Training	 If staff training is required to deliver the intervention: Have the trainers been identified? (criteria) Is there a preparation process for trainees? How will trainee competency be assessed? 		
Coaching and Supervision on the Intervention	 Has a coaching model been developed? (internal or external) Is a supervision process in place? Are the coaching and supervision processes sustainable over time? 		
Organisational Function	ons to support programme/practice/strategy		
Data systems to inform decisions	 Are there specific data requirements to support monitoring and evaluation of the programme/practice/strategy? Does the implementing organisation have the required data system? Is there HR to do this? 		
Administrative systems	 Will administrative supports/changes be required to operationalize the programme/practice/strategy? Will those delivering the programme require specific logistical or supervisory supports to deliver the programme? (e.g., venue, equipment, clinical supervision, etc) 		
System-wide supports	 Will there be a need for support from the system as a whole (including community partners) to effectively implement the programme/practice/strategy? (e.g., Referral sources, funding, community planning process etc) 		

Worksheet for Assessing Current Organizational Implementation Capacity

(Implementation Drivers)

Leadership		
Technical and Adaptive	 Is there a Leadership Team in place? Is there an established link between the Leadership function and the operationalising Implementation Team? 	
Overarching		
Performance Assessment	 Will the success of the programme/practice/strategy be monitored? Are indicators for monitoring all aspects (content and process) in place? Do those implementing the practice/programme/strategy have the capacity to collect the required data? Is there a process for aggregating, analysing and communicating the data to those who need to know? 	