Step seven

Sustainability factors action checklist

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Contents for this checklist are based on the NHS sustainability model (2009).

Factor	Importance to sustainability	Your actions
Monitoring progress	• Who will continue to collect your data and ensure it is reviewed to monitor progress? • What is your feedback process to teams to share benefits, progress and actions? • What set group/meeting will be assuring the changes continue beyond the collaborative?	
Training and involvement	• Is training and development needed to upskill staff and how are you going to do this? • Have you got a method to keep all staff up to date on what needs to be done? • Do you need monitor who has/hasn't been trained?	
Behaviours	• How are you ensuring staff are encouraged and able to express their ideas regularly? • Do staff agree that the change is a better? • Are the changes being put forward understood by everyone?	
Senior operational and clinical leaders	• Are senior leaders trusted and supportive of the change? • Do they understand it and do they promote it? • Are they taking personal responsibility to help break down barriers?	

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Fit with aim and culture	• Is the aim of the change clear and has it been shared wider? • Do others understand what you are trying to do and why? • How is your change contributing to the overall strategic aims in you organisation?	
Infrastructure	• Are there enough facilities and equipment to support the new process? • Do new requirements need to be built into processes/tasks/job descriptions? • Are there policies and procedures supporting the new way of working?	
Benefits beyond helping patients	• In addition to helping patients, are there other benefits? For example, does the change reduce waste or avoid duplication? • Will the change make things run more smoothly? • How will it impact staff's workload?	
Credibility of benefits	• Are benefits to patients, staff and the organisation visible? • Do staff believe in the benefits? • Can all staff clearly describe the full range of benefits?	
Adaptability	• Can the new process overcome internal pressures, or will this disrupt the change? • Does the change rely on a specific individual or group of people, technology, etc to keep it going? • Can it keep going when these are removed – if not what mitigation can be put in place?	

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