

Phase of Implementation	Key Activity	Information for Consideration
<b>Planning for Data Collection Exercise</b>	Coordinate with facility the conducting of the data collection exercise	<input type="checkbox"/> Who needs to be involved and/or consulted?
	Confirm date and time of data collection activity with facility	<input type="checkbox"/> What time is best for residents/patients? <input type="checkbox"/> 0700, 0830 or 1500??
	Confirm date and time of education on how to use data collection tool	<input type="checkbox"/> Audience – 4-5 staff to be the data collection team <input type="checkbox"/> Education to occur same day or day before data collection takes place
	Select team of 4-5 registered staff to collect the data	<input type="checkbox"/> Will be conducting head to toe skin assessment on patients/residents throughout facility <input type="checkbox"/> Trained on use of tool and how evidence based care is interpreted using the tool
	Promotion of Data Collection Activity in your facility – work with Health Outcomes Worldwide for resources, etc.	<input type="checkbox"/> Posters, emails, include in newsletters <input type="checkbox"/> Communication to key staff and all front line staff on date, time, purpose and importance
	Individual floor / unit communication	<input type="checkbox"/> Alert each floor/unit what time they can expect data collection team to be assessing their patients/residents
<b>Data Collection Tool Training</b>	<p>Entire data collection team to attend 2-3 hour education on evidence based assessment indicators and use of tool</p> <p>Activity to assess reliability and validity of use of tool included in training time</p>	<input type="checkbox"/> Any team member who will be completing a tool must take part in education <input type="checkbox"/> May be held in morning, and data collection in afternoon OR may be held on day prior to data collection (facility dependant – to be decided in planning phase)
<b>Data Collection Conducted</b>	<p>Patient /Resident consent for head to toe skin assessment</p> <p>Data collection exercise is not a research study, no intervention is being used on patient/residents, and ethics review is not required</p>	<input type="checkbox"/> Assessor/team member to greet patient/resident, explain doing skin assessment of all patient/residents to determine how many and what kind of wounds patients/residents have? <input type="checkbox"/> Patient/Resident verbal consent is sufficient for assessment
	<p>Time involved to complete will vary from facility</p> <p>Head to toe skin assessment estimated to take an average of 10 minutes per patient/resident</p>	<input type="checkbox"/> Data collection team to meet at facility at predetermined time <input type="checkbox"/> Team to ‘work’ floor/unit by floor/unit completing data collection as they go <input type="checkbox"/> The goal of this exercise is to assess as many patients/residents as possible <input type="checkbox"/> Should patients/residents “stay in bed” until assessors have completed

<b>Following Data Collection</b>	At the completion of Data Collection Activity	<ul style="list-style-type: none"><li><input type="checkbox"/> Tools are collected and compiled per facility</li><li><input type="checkbox"/> Do facilities wish reports generated per floor?</li><li><input type="checkbox"/> Health Outcomes Worldwide to take compiled data collection tools to enter data and generate reports</li></ul>
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