

SUSTAINABILITY SELF-ASSESSMENT TOOL

This questionnaire will allow your team to review its practice and systems currently in place to determine if they are likely to sustain continuous improvement initiatives.

The best way to use the model is at several different points in time:

- at the first planning stage which might be the design or selection of your improvement initiative. This will enable you to identify and improve areas that require strengthening right from the start
- around the time of initial pilot testing so that you go into the full implementation phase with confidence
- a few weeks after the improvement has been implemented to ensure an optimal position for sustainability and continual improvement.

Please place a tick (✓) to answer 'Yes' or 'No' to each question. Every answer that is 'No' represents a potential deficit in your sustainability plan.

Question	Yes	No
Benefits of change		
In addition to helping patients, are there other benefits to the change?		
Does the change reduce waste, duplication and added effort?		
Will the change make things run smoothly?		
Will staff notice a difference in their daily working lives?		
Credible benefits		
Are benefits to patients, staff and the organisation visible?		
Do staff members believe in the benefits of the change?		
Can all staff describe the benefits of the change clearly?		
Is there evidence that this type of change has been achieved elsewhere?		
Adoptable process		
Can the improvement process overcome internal pressures and continually improve?		
Does the change continue to meet ongoing needs effectively?		
Does the change rely on an individual or focused group to keep it going?		
Could the improvement continue without these people in place?		
Involved and trained		
Do staff play an active part in innovation, design and implementation of change?		
Is there a training and development infrastructure to identify gaps in skills and knowledge?		
Are staff educated and trained to take the change forward?		
Empowered and believe		
Are staff encouraged to express their ideas and is their input taken on board?		

Question	Yes	No
Are staff able to run small PDSA cycles based on their ideas to test additional improvements?		
Do staff think that the change is a better way of working, that they want to preserve it for the future?		
Clinical leadership		
Are the clinical leaders trustworthy, influential, respected and believable?		
Are they involved in the initiative, do they understand and promote it?		
Are they respected by their peers and can they influence others to get on-board?		
Are they taking personal responsibility and giving time to ensure the change is sustained?		
Executive leadership		
Are the Executive Sponsors trustworthy, influential, respected and believable?		
Are they involved in the initiative, do they understand and promote it?		
Are they respected by their peers and can they influence others to get on-board?		
Are they taking personal responsibility and giving time to ensure the change is sustained?		
Monitor progress		
Does the change require special monitoring systems to identify improvement?		
Is this data already collected and is it easily accessible?		
Is there a feedback system to reinforce benefits and progress and initiate action?		
Are the results of the change communicated to patients, staff, the organisation and the wider health system?		
Fit with goals and culture		
Has the organisation successfully sustained improvements in the past?		
Are the goals of the change clear and shared?		
Is it contributing to the overall organisational aims?		
Is change important to the organisation and its leadership?		
Does your organisation have a 'can do' culture?		
Infrastructure		
Do you have enough trained and quality staff?		
Are there enough facilities and equipment to support the new process?		
Are new requirements built into job descriptions?		
Are there policies and procedures supporting the new way of working?		
Is there a communication system in place?		
Is someone accountable for the maintenance of the change?		

Adapted from the NHS, UK Institute for Innovation and Improvement "Sustainability Model, 2003" under the UK's Open Government Licence v3.0.