

## What to have in Place before Implementation

Executive and local buy in is a must.

Emphasize how PODS organizes and shortens discharge process.

Understanding each facility's discharge process (areas for improvement e.g. teaching/format, and areas of excellence e.g. good information) – Can PODS assist in the knowledge gaps during discharge teaching?

Who does the work now and does anybody own it?

Emphasize PODS as an aid to refer to at home and also to guide discharge teaching. Regardless of who fills it out, the person who delivers it is the one doing the teaching.

Create a working group with a mix of stakeholders that includes patients.

Consider possible barriers or enablers such as technology.

Find common/repetitive information that can be pre-populated into the PODS.

Understand workload of healthcare providers that will be implementing the tool and being aware of the pamphlets/tools already available.

Creating awareness/understanding of the purpose of PODS for the healthcare providers and recipients.

Think about sustainability. Resources needed vary with site and process, but it can be made sustainable and fit into any discharge regimen. We recommend a dedicated staff member to guide design and implementation for three months and a part time staff to transition to a sustainable process for the next three months.

Provide ongoing feedback to your teams as you implement.