



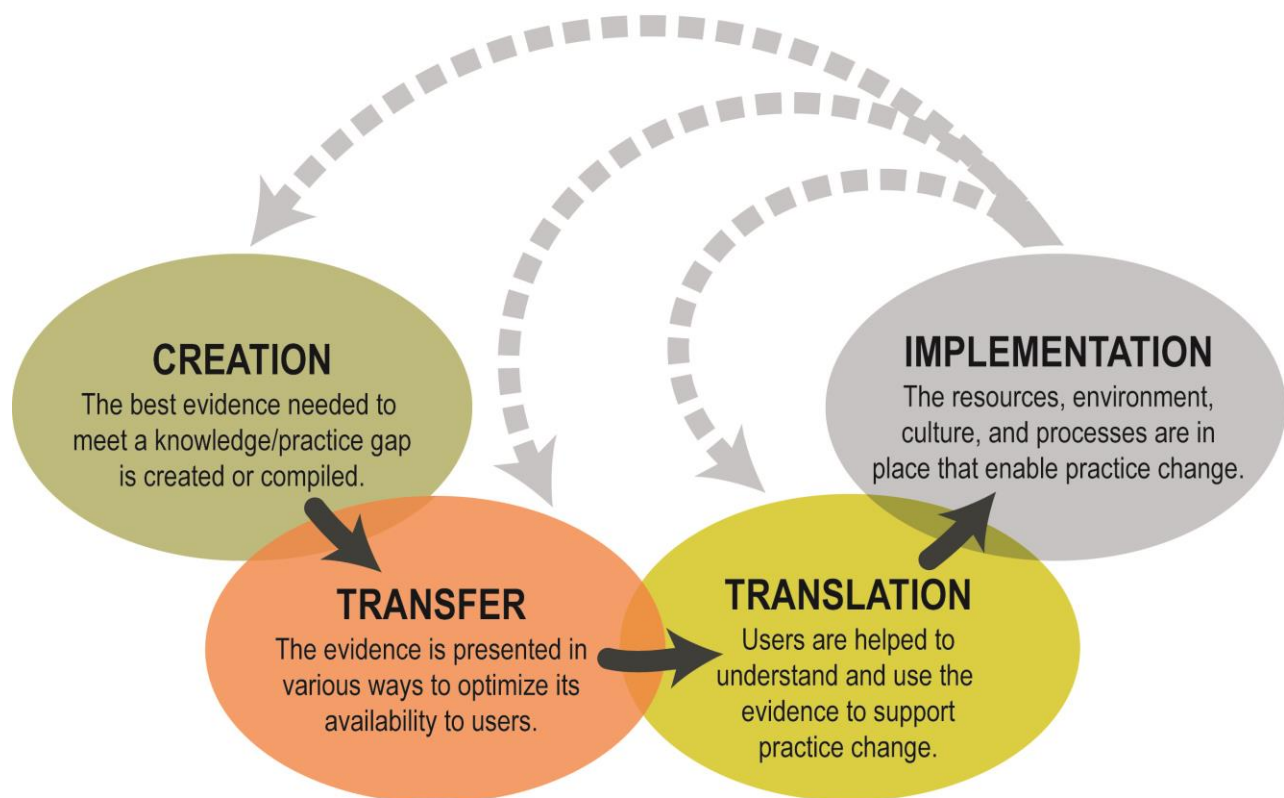
Introducing the Knowledge to Practice Planning Worksheet

Knowledgeable Care Teams and Capacity Building is a foundational pillar of Behavioural Supports Ontario (BSO). As such, BSO is committed to the growth of care teams through the transfer of new knowledge and the implementation of best and emerging practices. Anyone who has endeavoured to bring change into practice, big or small, knows that this is challenging! In order to support this complex work and promote sustainable change, BSO has adopted the Knowledge to Practice Process Framework (Ryan, D. et al., 2013).

The Knowledge to Practice Process Framework (graphic below) illustrates the multifaceted knowledge to practice work in four interconnected stages. It is a cycle rather than a one-time event.



Knowledge to Practice Process Framework



(adapted courtesy of Dr. Ryan et al., 2013)

To learn more about the Knowledge to Practice Process Framework, we encourage you to listen to the following archived webinar: Bringing Knowledge to Practice - Let's Make it Happen!

Click here to access: <http://brainxchange.ca/Public/Events/Archived-Webinars-Events/2017/Bringing-Knowledge-to-Practice-%E2%80%93-Let%E2%80%99s-Make-it-Hap.aspx>

Who might find the Knowledge to Practice Process Framework helpful?

It is for anyone who:

- Is responsible for capacity building and practice change.
- Felt unsure about how to approach a needed change or implement a new approach.
- Wondered where to begin and how to plan for small steps before a full workplace roll out.
- Felt frustrated, that despite everyone's best efforts, there does not appear to be the desired change happening in your practice setting.
- Wanted to include an evaluation of the impact on client care and were looking for some guidance.

Where to begin?

The Provincial BSO Knowledge to Practice Community of Practice (CoP) has developed a practical tool called the **Knowledge to Practice Planning Worksheet** in order to:

- Support and solidify your own learning and skillset in influencing practice change.
- Foster engagement in all stages of knowledge to practice work.
- Guide planning in your knowledge to practice work that can be used collaboratively.
- Prompt consideration of outcomes and evaluation.

The Knowledge to Practice Planning Worksheet can be found under 'Tools & Resources' at:

www.behaviouralsupportsontario.ca

Suggestions for how to use the worksheet:

- Bring the Knowledge to Practice Planning Worksheet to a meeting/phone call with others involved in the desired practice change.
- Consider inviting key informants (e.g. direct care staff, management team member, multi-disciplinary team members, clients and family care partners) to gain their perspective. The worksheet can guide the discussion.
- Review the Worksheet yourself before the meeting to guide your thinking.
- The Worksheet can be the format for note taking and later circulated to participants for validation and consensus.
- Use page two of the Worksheet to guide follow-up debriefing, reflection, evaluation, and planning for next steps. This provides structure and a means to record work/discussions which may assist in ensuring knowledge to practice continuity and sustainability.

Your Feedback is Welcome!

The Knowledge to Practice CoP would like to hear about your experience in utilizing the Worksheet.

After using the Worksheet, you are invited to complete the following brief survey:

<https://www.surveymonkey.com/r/KKHBSLM>

Reference:

Ryan, D. et al., (2013). Geriatrics, Inter-professional Practice, and Inter-organizational Collaboration: A Knowledge-to-Practice Intervention for Primary Care Teams. *Journal of Continuing Education in the Health Professions*, 33: 180–189.





Knowledge to Practice Planning Worksheet

Knowledge to Practice Lead:	Date:
Organization:	Name/Contact Info:
Request/Need/Goal/Background:	

Knowledge to Practice Plan (Cycle #)

	Steps/Stages to Consider	What Exists	What We Need & Next steps
↑ ↓	<p style="text-align: center;">Creation</p> <p>The best evidence needed to meet a knowledge/practice gap is created or compiled.</p> <p><u>Questions to consider:</u></p> <ul style="list-style-type: none"> • What is the research/best practice around this topic? • Are tools/resources already available? 		
↑ ↓	<p style="text-align: center;">Transfer</p> <p>The evidence is presented in various ways to optimize its availability to users.</p> <p><u>Questions to consider:</u></p> <ul style="list-style-type: none"> • Who needs to know this information? • Are materials formatted for easy use & user diversity? Do they need to be adapted? • Are multiple methods being used to transfer information? 		



	Steps/Stages to Consider	What Exists	What We Need & Next steps
	<p style="text-align: center;">Translation</p> <p>Users are helped to understand and use the evidence to support practice change.</p> <p><u>Questions to consider:</u></p> <ul style="list-style-type: none"> • What internal procedures/resources are in place to support? • Who are the formal educators/coaches? How can they be utilized to ensure that users understand transferred information as intended? • Who are the informal influencers? How can they be engaged to support accurate understanding? 		
	<p style="text-align: center;">Implementation</p> <p>The resources, environment, culture, and processes are in place that enable practice change.</p> <p><u>Questions to consider:</u></p> <ul style="list-style-type: none"> • Are administrators/managers actively engaged in supporting & validating this practice change? • What implementation barriers exist? Possible solutions? • Have unintended consequences been considered? • What are the sustainability challenges? Possible solutions? • What additional supportive strategies will enable greater success? 		



Evaluation/Reflection/Sustainability

Collaboration Contact:	Date:
Outcomes (e.g. feedback from staff, examples of application, outcome measures, unintended consequences):	
Lessons Learned (e.g. What worked well & what do we need to change?):	
Identified Opportunities to Change the Process:	
Revisions/Adaptations Needed:	
<p>The Knowledge to Practice Process Framework is a cycle rather than a one-time event (more cycles may be required). It is also not linear as you may need to shift back to an earlier stage at any point in the process.</p> <p>Is an additional cycle needed or is there a need to revisit the Knowledge to Practice Process Framework? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, consider completing a full/part Knowledge to Practice cycle.</p>	

November 2018 - Created by Behavioural Supports Ontario's (BSO's) Knowledge to Practice Community of Practice (CoP) based on the work of Dr. Ryan, et al. (2013).

Ryan, D. et al., (2013). Geriatrics, Inter-professional Practice, and Inter-organizational Collaboration: A Knowledge-to-Practice Intervention for Primary Care Teams. *Journal of Continuing Education in the Health Professions*, 33: 180–189.