



Nurse-Led Sexual Health Clinic

Pre-Implementation Checklist

Community Needs	
<input type="checkbox"/>	Perform a community needs assessment
Develop & Disseminate Standing Orders	
<input type="checkbox"/>	Develop & disseminate written guidelines for standing orders
<input type="checkbox"/>	Train staff on new standing orders and reference materials
Protocols	
<input type="checkbox"/>	Establish a multidisciplinary team to develop protocols for patient care (suggest RN, Lab, Provider, Schedulers, Pharmacy)
<input type="checkbox"/>	Gather input from frontline staff and stakeholders during protocol development
<input type="checkbox"/>	Create guidelines for staff at all levels to support implementation
<input type="checkbox"/>	Designate provider(s) to be on-call during clinic hours
<input type="checkbox"/>	Develop protocols for documenting consults and follow-up actions
Access to Clinical Training	
<input type="checkbox"/>	Identify clinic champions to provide mentorship
<input type="checkbox"/>	Engage AETCs to schedule clinical training programs and provide ongoing STI / HIV updates
<input type="checkbox"/>	Identify processes to ensure access to appropriate clinical training materials
<input type="checkbox"/>	Encourage a culture of continuous learning by recognizing and rewarding staff engaged in trainings

Electronic Health Record (EHR) System	
<input type="checkbox"/>	Engage IT specialist to ensure functional configuration of the EHR system
<input type="checkbox"/>	Provide comprehensive training sessions for staff on how to use the EHR system effectively
<input type="checkbox"/>	Ensure a system is in place to address technical issues and provide ongoing assistance
Marketing Materials	
<input type="checkbox"/>	Develop and disseminate culturally responsive marketing materials for key populations
<input type="checkbox"/>	Schedule regular dissemination of marketing materials through social media, community events, and local partner organizations
<input type="checkbox"/>	Track engagement metrics to assess the effectiveness of marketing efforts and adjust strategies as needed
Lower Barriers to Scheduling	
<input type="checkbox"/>	Update scheduling protocols to accommodate language access, phone appointments, and walk-ins
<input type="checkbox"/>	Provide training for administrative staff on the new scheduling procedures
<input type="checkbox"/>	Communicate scheduling options with patients
Medications	
<input type="checkbox"/>	Establish process for acquiring bottles of TDF / FTC to keep on hand for immediate distribution of PrEP
<input type="checkbox"/>	Train a PrEP access navigator to assist with any required paperwork
<input type="checkbox"/>	Train staff on the process of distributing PrEP starter bottles and providing instruction to patients
<input type="checkbox"/>	Establish a system for tracking inventory and restocking PrEP starter bottles, Penicillin G, Ceftriaxone etc. as needed
<input type="checkbox"/>	Establish pathways if planning to do PEP or injectable PrEP

Evaluation	
<input type="checkbox"/>	Establish a data collection team and identify what data / metrics to measure
<input type="checkbox"/>	Identify a champion to update and maintain workflows for quality improvement
<input type="checkbox"/>	Define an initial evaluation period i.e. 3 - 6 months
<input type="checkbox"/>	Assess for opportunities to expand offerings

Implementation Checklist

Interventions	
<input type="checkbox"/>	Screening
<input type="checkbox"/>	Prevention
<input type="checkbox"/>	Treatment
<input type="checkbox"/>	Education (develop or research culturally appropriate education resources)

Sustainability Checklist*

Sustainability	
<input type="checkbox"/>	Identify challenges and barriers to sustainability
<input type="checkbox"/>	Identify practice sustainability methods and assessment tools
<input type="checkbox"/>	Offer providers AETC mentorship, technical assistance sessions, and communities of practices
<input type="checkbox"/>	Establish a feedback mechanism for staff to provide input on training topics and suggest improvements
<input type="checkbox"/>	Review EHR data to inform ongoing efforts during select evaluation periods i.e. every 3 – 6 months

*see: [Sustaining Your Improvement Gains](#), Clemens Steinbock, Director, Center for Quality Improvement & Innovation (CQII).

- Sustainability of improved outcomes is when new ways of working and improved outcomes become the norm.
- Sustainability is as fundamental as Plan-Do-Study-Act (PDSA) cycles in our quality improvement (QI) language.
- Sustainability is a non-negotiable expectation in quality improvement practice transformation.