**Improving NIV care**

**Implementation checklist**

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| **What** | **Helpful resources** | **🗸** |
| **Planning**  |  |  |
| Stakeholder mapping complete  | Template available on webpage |  |
| Senior Responsible Officer identified |  |  |
| Key stakeholders informed of the project | Project brief and example email available on FutureNHS / webpage |  |
| Project team meetings set up |  |  |
| Secure relevant approval / governance for NIV 5 bundle |  |  |
| Preparation of bundle documentation – add logos and print/upload to EPR as appropriate | Template available on FutureNHS / webpage |  |
| Finalise local training resources  | Template available on FutureNHS / webpage |  |
| **Data collection** |  |  |
| Data collector identified (Band 3) |  |  |
| Test run for data collection has been completed | Spreadsheet available on FutureNHS / webpage |  |
| **Communications** |  |  |
| Posters printed and put up in relevant spaces  | Posters available on FutureNHS / webpage |  |
| Email sent to relevant colleagues (circulated with evidence bundle) | Evidence bundle and example text available on webpage |  |
| Book into relevant meetings to share details of the project |  |  |
| Promotion of the project and care bundle in the trust bulletin | Example text available on FutureNHS / webpage |  |
| **Other** |  |  |
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