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## FALL T.I.P.S. READINESS FOR IMPLEMENTATION CHECKLIST

*This form is intended to guide hospital staff/leadership as they prepare to implement Fall TIPS.*

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PROJECTED GO-LIVE DATE: \_\_\_\_\_

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### 1. WHAT YOU CAN DO NOW

- Meet with Nurse Directors/Managers to identify the ideal staff mix of Fall TIPS Champions (e.g. nurse leaders, clinical nurses, nurse assistants).
- Increase staff awareness regarding Fall TIPS program adoption (this is not a pilot program but a standard of care at the hospital).
- Identify and notify staff of the Fall TIPS Go-Live Date.

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### 2. WHAT TO DO BEFORE THE GO-LIVE

- Confirm that Nurse Managers/Directors have identified Fall TIPS Champions for all inpatient units.
- Confirm that Fall TIPS Champions have attended Fall TIPS CE Training and completed Fall TIPS Educational Module (Healthstream online, binder, etc.).
- Confirm that Fall TIPS Champions have demonstrated competency in performing the 3-step fall prevention program, especially the patient engagement component.
- Confirm that Fall TIPS Champions have been trained in the Fall TIPS Auditing Process and have demonstrated accurate auditing skills.
- Confirm that Nurse Directors/Managers and Fall TIPS Champions have identified where in each patient room on the unit the Fall TIPS posters will be hung. This includes formal approval processes (such as approval from infection control).
- Confirm that necessary materials have been ordered and are available for Fall TIPS use:
  - To hang posters, you can use [Velcro](#) or magnets.
  - To complete laminated Fall TIPS posters, you can order [dry erase markers](#) and erasers.
- Confirm that a system is in place to update Fall TIPS posters or print outs between patients
  - EHR-generated Fall TIPS tool – hand the patient the Fall TIPS poster with their discharge packet OR dispose securely of it
  - Laminated Fall TIPS Tool – make sure paper towels/wipes are available to erase to tool between patients

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### 3. WHAT TO DO AFTER THE GO-LIVE

- Engage in routinely scheduled meetings with Nurse Directors/Managers and Fall TIPS Champions to identify potential barriers & strategies for overcoming impediments to Fall TIPS implementation and review audit data.
- Remind Nurse Directors to follow up with Fall TIPS Champions regarding Fall TIPS Audits (submit via REDCap: <https://redcap.partners.org/redcap/surveys/?s=CAREFRKFEF> ).
- Circulate Monthly Fall TIPS Reports to staff and leadership. Use the reports to provide targeted feedback.

**Ongoing education and continuous reinforcement of the 3-step fall prevention process is necessary for Fall TIPS sustainability.**

Contact [PHSFallTIPS@partners.org](mailto:PHSFallTIPS@partners.org) with any questions.