**Contributors New / Revision / Review / Retire / Replace Routine / Expedited**

| **Last Name:** | **First Name** | **Title** | **Contact Info** | Contacted | Department / Shift  |
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**Yes** **N/A**

[ ]  [ ]  Track changes completed - File sent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

[ ]  [ ]  ALL impacted departments / disciplines approved changes/updates and Department Director(s) signature obtained. Located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  Is EHR documentation impacted? If yes, was Information Systems notified? If ‘Yes’:

* + - IS estimated time frame established for change implementation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- IS Contact:

**Change Integration Plan by Staff Education Department**

[ ]  [ ]  Update Employee / Nursing / Physician Portal(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_

[ ]  [ ]  Computer Assisted Instruction (CAI) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  Update at Leadership Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  Newsletter / Website updates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  Forms and/or order sets review / update \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  Other impacted Documents reviewed and updated as required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  Simulation / Drills / Quiz / Attestations

[ ]  [ ]  Mentorship training and accountability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  Integrated into Tracer Checks / PI measures / Patient Safety Rounds / Chart Review

[ ]  [ ]  Education - Patient / Community / Marketing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How this aligns with Mission and Vision –

Relevant Best Practice and Literature reviewed –

Pertinent Regulatory Requirements -

Keywords -

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Contact Signature Date