

Worksheet K: Pilot Test Evaluation Worksheet

- Evaluating the pilot test allows your team to organize observations that the team has made through the pilot test.
- Evaluation also includes collecting data to check whether the change has helped you reach your goal.

Ask these evaluation questions at a team meeting, a staff meeting, in an anonymous questionnaire, or via informal communication with staff.

1. Do we need to reevaluate our initial goal?
2. What is working well? Why?
3. What is not working? Why?
4. What can be done differently?
5. Do we need to revise the materials we are using (if any)?
6. How does staff feel about the change in process?
7. Are residents positively affected by the change in process?

(See other side)

Pilot Test Evaluation Worksheet (cont.)

Collect data to evaluate change.

Has the change (in process, in form, etc.) had an impact? The chosen measure for evaluation can be taken directly from an item on the Facility-Assessment Checklist (if applicable) used to begin this project.

Example: 5 out of 5 new admissions have completed assessment forms within 24 hours

Example: 5 out of 5 call lights received response within X minutes.

Goal: _____

Data source (medical records, staff survey, etc.): _____

Example:

Date	Chosen measure for evaluation <i>(i.e., assessment for new admission is completed within 24 hours. See Facility-Assessment Checklists for possible measures.)</i>	# of cases reviewed (A)	# of cases with positive results (B)	B out of A (B/A)

Continue data collection as often as desired during the pilot test.

Results

Dates of pilot test: _____

Did team reach its goal? Yes No

Does the team need to revise the process or make changes? Yes No

If yes, what changes? Repeat the pilot-test if necessary.

If no, continue to Worksheet I to design implementation strategy facility-wide.
Use Worksheet L to monitor improvement once a change to the process has been implemented.