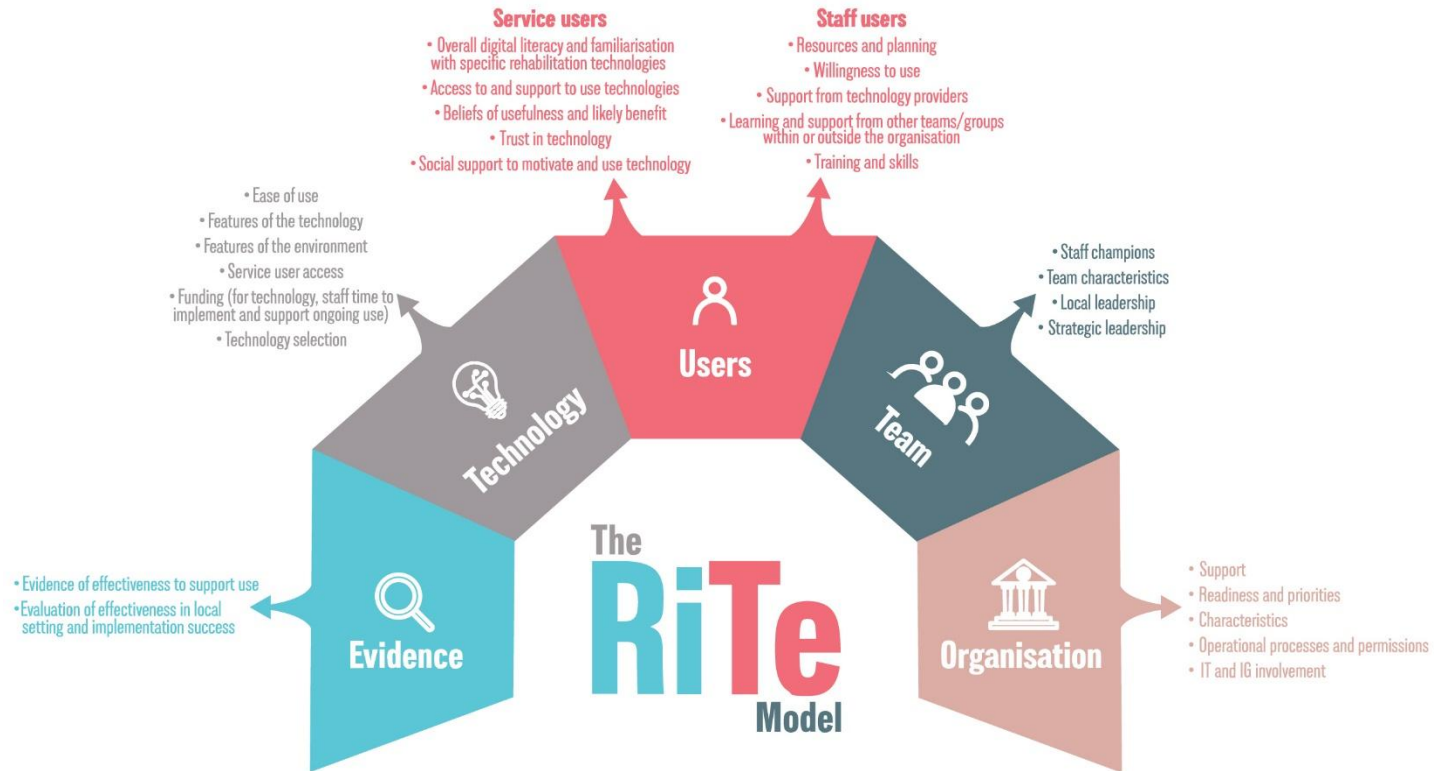


The RiTe Model

Tool to support implementation of Digital Health Technologies (DHTs)



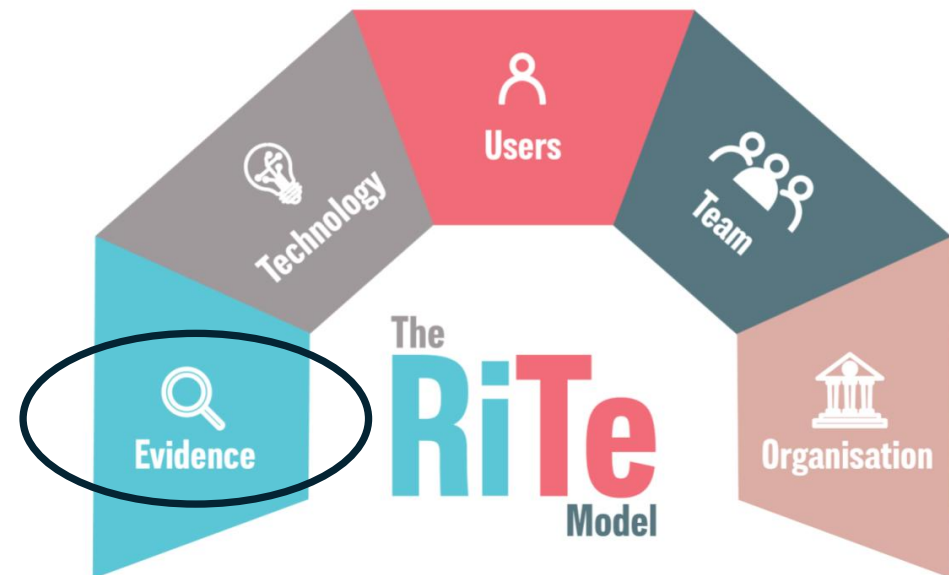
EVIDENCE

This RiTe tool gives you opportunity to consider how you will use and collect **EVIDENCE** of the effectiveness of the technology and its implementation.

This tool identifies 2 main sections within the **EVIDENCE** component of the RiTe model:

- Evidence
- Evaluation
 - Impact for service user
 - Impact for service
 - Success of implementation

Use the comments boxes below to summarise your current situation in relation to implementing DHTs and identify actions required for each of these areas.



Evidence

What is the evidence of the effectiveness of the technology or the intervention the technology will deliver? Key features include considering the applicability, independence of, strength and quality of evidence evaluating the effects of the technology to the intended setting.		
Select most appropriate statement (circle one number)	Comments	Actions required
There has been no engagement with the DHT evidence/there is no evidence for the DHT	1	
There has been some discussion of the evidence, but this has not been supported by structured review of the evidence by those involved in the implementation of the DHT	2	
Some of those involved have reviewed limited evidence to underpin implementation of the DHT, this may have been shared with team	3	
Members of the team have thoroughly reviewed the available evidence to enable robust conclusions, have shared these conclusions with the full team, and these conclusions underpin the implementation of the DHT	4	

Evaluation

Impact for service user			
How will you know if the technology has changed service user outcomes?			
Select most appropriate statement (circle one number)		Comments	
Actions required			
There is no plan to measure service user benefit	1		
Those involved recognise that the impact of the DHT innovation for service user must be measured, but are not sure how to measure/evaluate	2		
A means to evaluate and record the impact of the DHT innovation for service users is planned, but there is doubt about the collection process or the usefulness of the information	3		
A means to adequately evaluate and record the impact of the DHT innovation for service users is planned and this information can be accurately and consistently collected	4		

Impact for service		
How will you measure the impact of the technology on your service?		
Select most appropriate statement (circle one number)	Comments	Actions required
There is no plan to measure benefit to the service	1	
Those involved recognise that the impact of the DHT innovation on the service must be measured, but are not sure how to measure/evaluate	2	
A means to evaluate and record the impact of the DHT innovation on the service is planned, but there is doubt about the collection process or the usefulness of the information	3	
A means to adequately evaluate and record the impact of the DHT innovation on the service is planned and this information can be accurately and consistently collected	4	
Success of implementation		
How will you know if your implementation has been successful?		
Select most appropriate statement (circle one number)	Comments	Actions required
There is no agreement about what constitutes successful implementation of the DHT innovation	1	

There has been no formal discussion of what would constitute a successful implementation, but those involved have been discussing implementation and some strategies that might support implementation	2		
There has been some formal discussion about what would constitute a successful implementation, but this has not been agreed, and/or shared with all those involved	3		
There is a clear articulation of what would be a successful implementation of the DHT innovation and all those involved are aware of this information (eg coverage/reach, fidelity, engagement, usability/acceptability, staff adoption levels, sustainability, spread to other places in organisation)	4		

Make sense of the scores

Scores – consider scores above and choose most appropriate	Analysis
Mainly 1s	Those implementing the DHT appear to be starting out in its use of the evidence and planning how to measure the impact of DHT implementation. You might want to consider how you can identify the available evidence and the changes you want the DHT to produce. It is likely that this will involve outcomes relevant to service-users, managers and those at a strategic level in the organisation
Mainly 2s	The adopter and the team appear to be developing in its use of the evidence and planning how to measure the impact of DHT implementation. You might want to consider how you can bring together and summarise the available evidence and begin to identify the specific outcomes that capture the changes you want the DHT to produce.
Mainly 3s	The adopter and the team appear to be getting there in its use of the evidence and planning how to measure the impact of DHT implementation. There may be still some further, critical review of the evidence needed. Further discussion with the local team and service-users, managers and those at a strategic level in the organisation to finalise mechanisms for collecting data on the success and impact of the DHT innovation is likely to be needed.
Mainly 4s	The organisation appears to be proficient in using the evidence to inform innovation with DHTs. There are agreed clear, measurable outcomes that capture the success of the implementation and the effectiveness of the DHT, including unintended consequences. This should provide a good basis for implementation of a DHT.

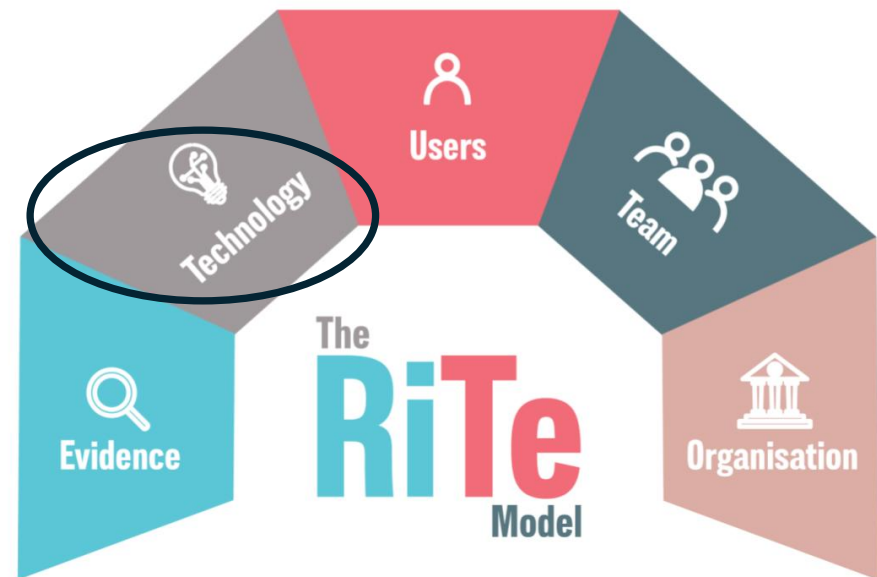
TECHNOLOGY

This RiTe tool gives you opportunity to consider the digital health **TECHNOLOGY** being implemented

This tool identifies 6 main sections within the **TECHNOLOGY** component of the RiTe model:

- Ease of use
- Features of the technology
- Features of the environment
- Factors influencing service user access
- Funding (technology and staff)
- Selecting the right technology

Use the comments boxes below to summarise your current situation in relation to implementing DHTs and identify actions required for each of these areas.



Ease of use

How have you considered how easy the technology is to use?		
This may include time to set up, requirements for logging in, clarity of the user interface, accessibility, and easy of navigation		
Select most appropriate statement (circle one number)	Comments	Actions required
There has been no consideration of the ease of use of the DHT	1	
Those involved in implementation of the DHT innovation have considered ease of use theoretically, but have not had opportunity for hands-on experience of the DHT	2	
Those involved in the implementation of the DHT innovation have had some hands-on experience within a confined opportunity, but would benefit from more time with the DHT to inform their decision to use	3	
There has been a detailed assessment of the ease of use of the DHT innovation (eg time to set up, physical and technological ease to get started, easy navigation, clarity of instruction, intuitive design, accessibility incorporated in design) including hands-on experience and may include discussion with others who have used the DHT	4	

Features of the technology

Are you sure the proposed technology is suitable for your intended users?

Key considerations may be: does the technology address the target of rehabilitation? Can it be adapted and personalised to meet service user needs? Does it facilitate service user engagement by supporting independent use/self-efficacy/provision of reminders and feedback/being a motivating experience)?

Select most appropriate statement (circle one number)		Comments	Actions required
It is not clear if the DHT innovation will be suitable for the individuals who use the service	1		
Those implementing the DHT believe that the innovation will be beneficial for the users who use the service, but this decision and the reasons have not been recorded	2		
There has been some formal review of the needs of users of the service and an estimation of how many/which service user may benefit from the DHT innovation	3		
There has been a detailed review of the DHT innovation in relation to its suitability for the users of the service	4		

Features of the environment

Is the environment suitable for the technology in its intended setting?

This may include consideration of physical factors such as space, connectivity, other hardware required to enable technology to work, safety of the equipment, and use of the equipment in the environment (portability)

Select most appropriate statement (circle one number)		Comments	Actions required
There has been no consideration of the environment in which the DHT innovation will be used and/or the safety requirements that will need to be considered	1		
There is agreement (eg team discussion) about where the DHT innovation will be used, but a detailed analysis has not been undertaken, so the DHT may not be suitable for the selected environment	2		
There is agreement about where the DHT innovation will be used based on a review of the environments, but assessment does not address all key areas	3		
There is agreement about where the DHT innovation will be used based on an analysis of the environment and the benefits (e.g. reduced travel, cost, and/or pollution, increased convenience and comfort)	4		

Factors influencing service user access

Have you identified any potential users who may be digitally excluded from using the technology?		
Digital exclusion may occur for a range of physical (e.g. geographical coverage), socio-economic (e.g. cost) or knowledge (e.g. unfamiliar with using digital technology, or difficulty using technology) reasons		
Select most appropriate statement (circle one number)	Comments	Actions required
The digital requirements of the DHT innovation have not been assessed, so it is not possible to assess digital inclusivity	1	
The digital requirements of the DHT innovation have been assessed, but those involved have not found a way to assess the digital inclusivity for the service users for whom the DHT innovation is intended	2	
The digital requirements of the DHT innovation have been assessed and there has been some assessment of the service users' digital inclusion in relation to the DHT innovation, but no strategies have been developed to increase digital inclusion	3	
The digital requirements of the DHT innovation have been assessed, a detailed assessment of service users' digital inclusion in relation to the DHT innovation has been undertaken, and strategies to increase digital inclusion have been made and are in place where practicable	4	

Funding (technology and staff)

Have you a realistic estimate of all costs both to buy/rent, store, maintain, update and use the technology?

This will include costs related to both the technology and costs associated with staff who will be implementing and using the technology

Select most appropriate statement (circle one number)		Comments	Actions required
Only the cost of the equipment is known. There has been no cost analysis of the other technology costs, or staff costs (to implement, train and use)	1		
The cost of the equipment is known, along with estimates of other costs. There are discussions underway to find a route to finance the DHT innovation	2		
The cost of the equipment and any additional costs (e.g. maintenance, updating, add-ons, staff costs) have been accurately calculated and there is a plan in place to cover some of the costs or costs in the short-term	3		
The cost of the equipment and any additional costs (e.g. maintenance, updating, add-ons, staff costs) have been accurately calculated and there is a plan in place to cover the costs for now and the future to support sustainability	4		

Selecting the right technology

Do you have a good understanding of the available technologies on the market to address your innovation requirements?			
Select most appropriate statement (circle one number)		Comments	Actions required
You are aware of one technology to meet your requirements	1		
You are aware of one technology that could meet your requirements. You have had opportunity to trial this in a clinical setting OR you understand the research evidence of effectiveness for this technology (also see Evaluation)	2		
You are aware of one or two technologies that could meet your requirements. You have had opportunity to trial this in a clinical setting and understand the research evidence of effectiveness for the technologies (also see Evaluation)	3		
You are aware of a range of technologies that could meet your requirements. You have had opportunity to trial these in a clinical setting and understand the research evidence of effectiveness for the technologies (also see Evaluation)	4		

Make sense of the scores

Scores – consider scores above and choose most appropriate	Analysis
Mainly 1s	The team appears to be starting out in its understanding of the technology in the context of the people who will use it and the environment. You might want to consider how you can better understand the technology, using the categories above to identify actions
Mainly 2s	The team appears to be developing its understanding of the technology in the context of the people who will use it and the environment. You may find it helpful to use the prompts above to identify areas that might need further investigation and actions to address these
Mainly 3s	The team appears to be getting there in its understanding of the technology in the context of the people who will use it and the environment. Whilst there are areas of strength to support innovation of a DHT, but there are still some areas that need further exploration. It is likely to be helpful to identify these areas and put actions in place to address/strengthen these areas
Mainly 4s	The team appears to be proficient in its understanding of the technology in the context of the people who will use it and the environment. This should provide a good basis for implementation of a DHT

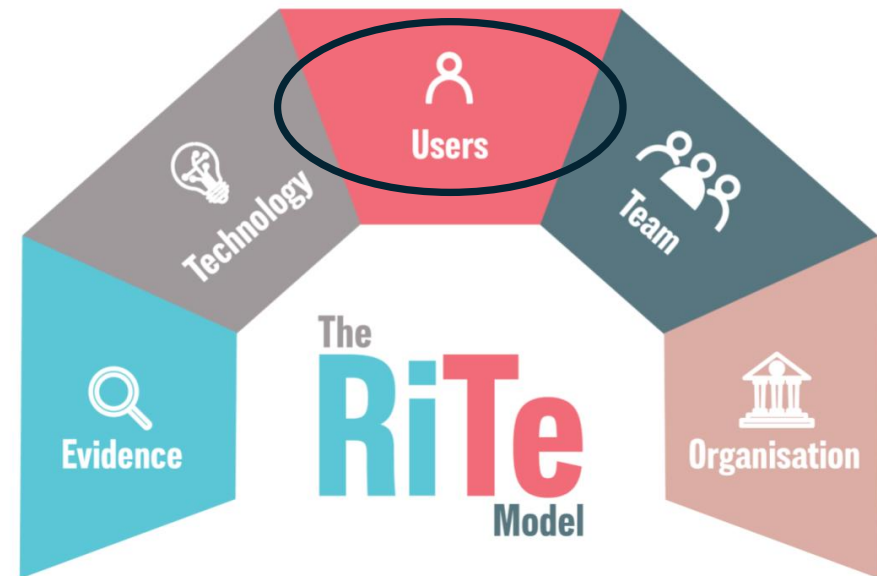
USERS

This RiTe tool gives you opportunity to consider the end **USERS** of the technology, comprising service users (patients) those that care for them and staff

This tool identifies 2 main sections in the **USERS** component of the RiTe model, each with a number of sub-sections:

- Service users
 - Service user willingness
 - Service user support
- Staff users
 - Resources and planning
 - Staff willingness to use
 - Support from technology providers
 - Support and Learning and support from other teams/groups
 - Staff training and skills

Use the comments boxes below to summarise your current situation in relation to implementing DHTs and identify actions required for each of these areas.



Service users

Service user willingness

This is likely to be affected by belief in usefulness, familiarisation with technology in general and specifically in rehabilitation technology and trust in the technology

Select most appropriate statement (circle one number)		Comments	Actions required
There have been no conversations with service users to identify their willingness to use the DHT technology	1		
Service user willingness to use the DHT has been explored with a few service users through informal conversations	2		
Service user willingness to use the DHT has been explored with a range of service users through informal conversations	3		
There is information that has been systematically collected from a range of service users about their willingness and preparedness (estimated numbers able and willing to use without and with support) to use DHT to address their rehabilitation goals	4		

Service user support		
This may include support to promote digital literacy, access to technology, support to motivate and use (social and staff support)		
Select most appropriate statement (circle one number)	Comments	Actions required
There has been no consideration of the support that will be required to ensure service users are able to access and use the DHT	1	
There is a recognition that support will be required to ensure service users are able to access and use the DHT, but the support is neither planned nor available	2	
There is a clear understanding of the support that will be required to ensure service users are able to access and use the DHT, but there is currently insufficient support available/in place	3	
There is a clear understanding of support that will be required to ensure service users are able to access and use the technology and this support is in place	4	

Staff users

Resources and planning		
What resources (e.g. funding and time) and plans (e.g. for variation to service) are needed to ensure the technology can be successfully embedded?		
Select most appropriate statement (circle one number)	Comments	Actions required
There had been no planning or consideration of the resources required to successfully implement the DHT	1	
Resources and plans required to support DHT innovation have been outlined, but are not yet agreed by relevant manager/s	2	
Resources and plans required to support DHT innovation have been comprehensively outlined, discussed with relevant manager/s, but not all resources supported/agreed	3	
Resources and plans required to support DHT innovation have been comprehensively outlined, discussed and agreed by relevant manager/s with associated planning evident	4	

Staff willingness to use			
What do the staff who will use the technology think about the technology and implementing it into the service?			
Factors that may affect this are: the evidence underpinning the technology, beliefs and values of the benefit offered by the technology, staff users confidence to implement and use the technology, and staff interest in the technology.			
Select most appropriate statement (circle one number)		Comments	Actions required
There have been only limited conversations with staff to identify their willingness to implement the DHT	1		
Some conversations have taken place, but a meaningful number of staff have concerns about the DHT that have not been addressed	2		
Conversations with staff have taken place, and where concerns have been raised some suggestions to address these have been discussed and may be actioned, but this is unclear and/or the actions only partially address concerns	3		
There have been open and honest conversations about the implementation of the DHT innovation so that staff have had opportunity to express their opinions and where concerns have been raised these have been genuinely acknowledged and where possible strategies have been initiated to address concerns	4		

Support from technology providers			
<p>Will there be provision of timely, tailored support from technology providers (the people that make or supply the technology) to enable implementation? Features might include relationships with an individual at the company, their physical presence on site when needed, availability for ongoing support particularly at 'pinch points' including ensuring compliance with information governance, initial training and set up, managing glitches, updates, and provision of ongoing training.</p>			
Select most appropriate statement (circle one number)		Comments	Actions required
The amount of support required from the technology providers has not been considered	1		
There has been minimal contact with the technology providers to establish support available, or this information has been gained from promotional information	2		
There has been contact with the technology providers to establish support available and either the support is unclear, or only some aspects of support are offered	3		
Contact is well established with a named individual working for the technology provider and identified the support available prior to and after purchase including training, support, and maintenance	4		

Learning and support from other teams/groups			
Do you know other teams/groups that have adopted the technology and would be prepared to share their knowledge and experiences?			
Select most appropriate statement (circle one number)		Comments	Actions required
There has been no horizon searching to identify other organisations or team/s who have used the DHT and could provide information about their experiences	1		
There has been some discussions with other organisation/s or team/s, these have provided broad information about implementation of the DHT innovation and overall outcome	2		
There has been discussions with other organisation/s or team/s including detailed sharing of experiences, but limited strategies to overcome challenges	3		
There has been extensive discussions (and ongoing contact) with other organisation/s or team/s that have used the DHT, including sharing of experiences and strategies to overcome challenges OR No other organisation has used the DHT innovation previously, so sharing is not possible	4		

Staff training and skills		
<p>What are the skills of staff to use the technology and how will you train staff to develop and maintain skills in the selected technology? Training may comprise informal or formal peer support and training. It may require ring-fenced time.</p>		
Select most appropriate statement (circle one number)	Comments	Actions required
The staff training needs have not been assessed or identified	1	
There is a recognition that staff training is required to support the implementation of the DHT, broad areas of potential areas identified, but training not yet planned in detail	2	
Training planned to provide staff with the skills and knowledge based on an expectation of staff needs to implement the DHT innovation	3	
A staff skill analysis has been undertaken and staff training is planned or is being undertaken to address and skills and knowledge gaps	4	

Make sense of the scores

Scores – consider scores above and choose most appropriate	Analysis
Mainly 1s	The team appears to be starting out in its understanding of the users, and the support and resources that will be required to use the technology. You might want to consider how you can better understand the needs of the users and the resources required to support implementation of the DHT using the categories above to identify actions
Mainly 2s	The team appears to be developing its understanding of the users, and the support and resources that will be required to use the technology. You may find it helpful to use the prompts above to identify areas that might need further exploration and plan actions to address these key areas
Mainly 3s	The team appears to be getting there its understanding of the users, and the support and resources that will be required to use the technology. Whilst there are areas of strength to support innovation of a DHT, there are still some gaps in the team’s knowledge base that need further exploration. It is likely to be helpful to identify these areas and put actions in place to address/strengthen these areas
Mainly 4s	The team appears to be proficient its understanding of the users, and the support and resources that will be required to use the technology. This should provide a good basis for implementation of a DHT

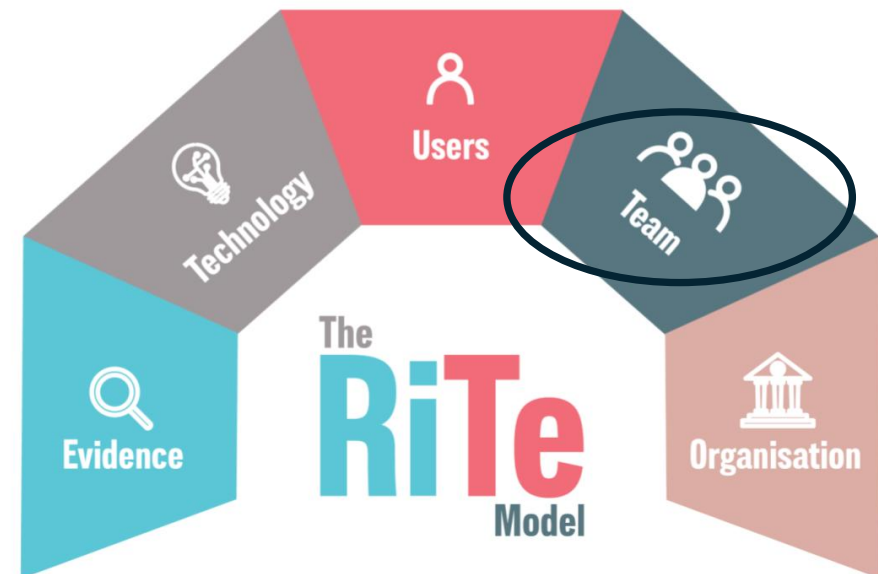
TEAM

This RiTe tool gives you opportunity to consider the values, beliefs and performance of the **TEAM** that is implementing or will be using the DHT, and to reflect on the alignment of the technology to be implemented with other team priorities.

This tool identifies 4 main sections within the **TEAM** component of the RiTe model:

- Staff Champions
- Team characteristics
 - Communication
 - Align to team's shared vision
 - Accountability
 - Wider members
- Local leadership
- Strategic leadership

Use the comments boxes below to summarise your current situation in relation to implementing DHTs and identify actions required for each of these areas.



Staff Champions

Is there a local team member or group who can champion this work and support its day-to-day adoption?

These individuals are recognised to be respected and embedded within the team, are motivated and enthusiastic about the technology to be implemented and demonstrate resilience to setbacks, problem solving skills, a growth mindset and have interpersonal skills that enable them to be facilitatory and encouraging to others.

Select most appropriate statement (circle one number)		Comments	Actions required
There is no identified person or group in the team who can lead the local adoption	1		
There are identified people in the team who could be interested in leading the local adoption of the technology	2		
At least one person is committed to leading the local adoption of the technology and this has been formally acknowledged (e.g. in personal development plan, objectives)	3		
An individual champion or champions have been identified and formally acknowledged (e.g. in personal development plan, objectives) and their time has been ring fenced for this to support this work.	4		

Team characteristics

Does the team have the culture, beliefs and behaviours required to support the technology?

Key influences include the presence of a shared vision for the benefits the technology can deliver, clear and strong channels of communication within the team, a supportive team ethos, embedded mechanisms to include the experiences and views of the service users, a culture of problem solving and their physical proximity to each other and wider stakeholders within the organisation.

Communication

Select most appropriate statement (circle one number)		Comments	Actions required
The team has communication channels that can be effective for day-to-day business, but which are unlikely to be effective for a DHT implementation project	1		
The team has good lines of communication to disseminate information about the project to the core team, but these lines of communication may be less effective between some members of the core team and within the wider team	2		
The team has excellent lines of communication which enable information about the project to be disseminated easily and quickly throughout the core team, but these lines of communication are less effective within the wider team	3		
The team has excellent lines of communication which enable information about the project to be	4		

disseminated easily and quickly throughout the core and wider team implementing the technology			
Shared vision			
Select most appropriate statement (circle one number)		Comments	Actions required
The team does not have a clear shared vision that includes DHT	1		
The team has shared a vision informally that encompasses DHT, but this is not formally articulated making it difficult to establish if the proposed technology aligns to the vision	2		
The team has a shared vision that encompasses the implementation of DHT, the proposed technology seems to align with this vision, but further discussion/agreement within the team are required to confirm this	3		
The team has a shared vision that encompasses the implementation of DHT, and the proposed technology aligns with this vision	4		
Accountability			
Select most appropriate statement (circle one number)		Comments	Actions required
Team members are unaware of the plans for a DHT implementation project	1		

Team members are aware of the implementation project, but the project is seen as the responsibility of others in the team	2		
Team members are interested in the project and will support the implementation of the DHT, but see the success and failure as the responsibility of others	3		
Team members are engaged in the implementation process and are likely to take responsibility for helping to implement the DHT and seek successful outcomes of the implementation	4		
Wider team			
Select most appropriate statement (circle one number)		Comments	Actions required
There is a team interested in implementing the technology, but this team have not considered the need for wider support (eg IT/information governance)	1		
There is a team interested in implementing the technology, but this team are not clear about additional support required in a wider team, so are not clear who to approach	2		
There is a clearly defined core team that recognise that they do not hold the all the expertise required to implement the proposed technology. Additional	3		

members have been identified, but not yet approached/ recruited to the team			
There is a clear articulation of those from the wider team who need to be involved in the implementation of the technology (this might include representatives from IT/information governance). These people have been approached and have agreed to be part of the wider implementation team	4		

Local leadership

Does the team have a local manager or team leader to lead project to implement the technology at a service/department level?

Key features leadership with knowledge of internal processes and networks, flexibility and authority to support the time needed to implement the technology, understanding of change management.

Select most appropriate statement (circle one number)		Comments	Actions required
The idea is not supported by a respected project lead	1		
There is a respected project lead who is interested in this work but is not currently in a position to lead the implementation of this technology project at a service/department level	2		
There is a respected project lead who is interested in this work and who will support the implementation of this technology project at a service/department level	3		
There is a respected project lead who is committed to leading this work and who will actively engage with, and drive the implementation of this technology project at a service/department level	4		

Strategic leadership

Is there strategic leadership to support this work?

Key features include championing of project with senior leadership/management, provision of overt support for the technology adoption, alignment of technology implementation to strategic priorities for the organisation and nationally, financial support for funding (to purchase and maintain technology and to enable staff time to implement)

Select most appropriate statement (circle one number)		Comments	Actions required
The DHT implementation project does not have strategic support	1		
There is some strategic support, but the strength of this support is variable, or not fully understood	2		
There is strategic support, but the priority of this work at the organisational level is unclear	3		
There is committed strategic engagement which will provide support to the project lead/team to help drive the implementation of this technology project at an organisational level	4		

Make sense of the scores

Scores – consider scores above and choose most appropriate	Analysis
Mainly 1s	The team appears to be starting out in its readiness to innovate DHTs. You might want to consider how you can develop as a team to move to the next step. It is likely that this will involve gaining strategic/manager level support to do this successfully
Mainly 2s	The team appears to be developing the structures and support to innovate using DHTs. You may find it helpful to use the prompts above to identify areas that might cause challenges and try to put actions in place to address these
Mainly 3s	The team appears to be getting there . There are areas of strength to support innovation of a DHT, but there are still some areas that may cause a challenge. It is likely to be helpful to identify these areas and put actions in place to address/strengthen these areas
Mainly 4s	The team appears to be proficient in preparing for innovation with DHTs. This should provide a good basis for implementation of a DHT

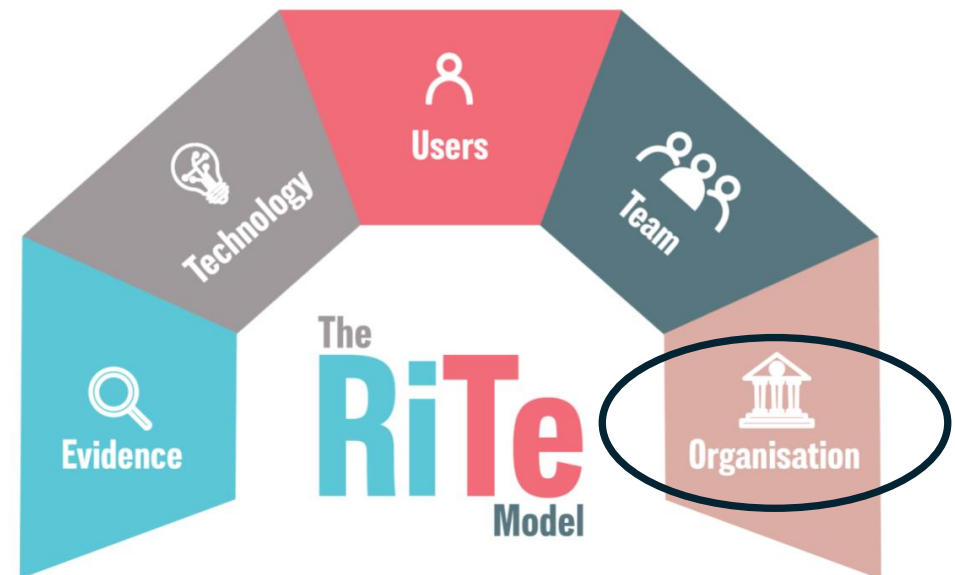
ORGANISATION

This RiTe tool gives you opportunity to consider the **ORGANISATION** within the which the technology will be implemented. There may be multiple organisations e.g. the hospital system, a regional commissioning group/organisation, a national healthcare system (e.g. the NHS).

This tool identifies 5 main sections within the **ORGANISATION** component of the RiTe model:

- Support
- Readiness and priorities
- Characteristics
- Operational processes & permissions
- IT and IG involvement

Use the comments boxes below to summarise your current situation in relation to implementing DHTs and identify actions



Support

Are there sources of support for technology implementation within the organisation

This might include innovation teams or experienced colleagues

Select most appropriate statement (circle one number)		Comments	Actions required
There are no sources of support for innovation within the organisation	1		
There are sources of support for innovation within the organisation, but their ability to support the proposed DHT implementation project are not known	2		
There is one source of support for innovation within the organisation and this can be leveraged to offer to support the proposed DHT implementation project	3		
There are a range of sources of support for innovation within the organisation that can be leveraged to provide support for the proposed DHT implementation project	4		

Readiness and priorities

What is the current ability and willingness of the organisation to implement technology in your organisation?

This might include familiarity with technology implementation, alignment with other organisation level changes, and alignment with local or national priorities.

Select most appropriate statement (circle one number)		Comments	Actions required
DHT innovation is not prioritised in organisation and the organisation does not appear ready to implement technology	1		
There is an awareness of potential of DHT in organisation and clinical area with an understanding at organisational level that implementation of technology is needed	2		
DHTs are prioritised by some people, or in some areas in the organisation and there is a willingness for technology implementation in some parts of the organisation	3		
DHTs are prioritised as important to meet current NHS challenges and the organisation is willing to implement appropriate technology to address these challenges	4		

Characteristics

What is the attitude towards, and the experience of, innovation in the organisation and the clinical area?

This may include previous positive or negative experiences of innovation, willingness to embrace change, and effective channels of communication between different stakeholders within the organisation (e.g. IT, clinical team, information governance)

Select most appropriate statement (circle one number)		Comments	Actions required
There is little experience of introducing innovation in organisation or clinical area	1		
There are some innovation projects in the organisation. There may be little overall oversight, with projects being managed separately. Attitude towards innovation is variable across the projects	2		
There are a range of innovation projects across the organisation, but support can be difficult to access and attitudes towards innovation vary, but are mainly positive	3		
Innovation is embraced within the organisation. It is seen as an important part of service improvement. Personnel are allocated to innovation throughout organisation	4		

Operational processes & permissions

What are the operational processes and permissions

This will include whether there is clear guidance to embed a technology in your organisation e.g. support information governance (including Data Protection Impact Assessment - DPIAs), infection control, procurement processes

Select most appropriate statement (circle one number)		Comments	Actions required
Those who want to implement a DHT are unclear about the operational processes and permissions required	1		
Those who want to implement a DHT are aware of the processes required, but have not undertaken these before/do not know how to access support for these activities	2		
Those who want to implement a DHT are aware of the processes required and have undertaken some aspects of these before/know where to get support within the organisation	3		
Those who want to implement a DHT are aware of the processes required and have the skills and knowledge to undertake these tasks with support that is readily available from the organisation	4		

IT and IG involvement

Are your organisation's Information Technology (IT) department part of your wider team and aware of project and do they have the necessary links with the information governance (IG) team?

This includes alignment of the technology to be implemented to local and national IT and IG policies, the information required to make judgements of IT and IG implications and the availability and accessibility of IT and IG teams to provide timely advice, support and undertake appropriate assessments.

Select most appropriate statement (circle one number)		Comments	Actions required
Those who want to implement a DHT do not have a relationship with the IT department and IG team that can be leveraged to support the introduction of the DHT innovation	1		
Those who want to implement a DHT have limited contact with IT department and IG team. Substantial investment required to develop IT /IG relationship sufficient to support introduction of innovation	2		
Those who want to implement a DHT have robust lines of communication with IT department and IG team, but there are barriers (e.g. availability of IT/IG staff) which will impact the introduction of the DHT innovation	3		
Those who want to implement a DHT have strong collaborations with IT department and IG team, which will ensure that there is sufficient support throughout the process of introducing a DHT innovation	4		

Make sense of the scores

Scores – consider scores above and choose most appropriate	Analysis
Mainly 1s	The organisation appears to be starting out in its readiness to innovate DHTs. You might want to consider how you can support the organisation in moving to the next step. It is likely that this will involve managers and those at a strategic level in the organisation
Mainly 2s	The organisation appears to be developing the structures and processes to innovate using DHTs. You may find it helpful to use the prompts above to identify areas that might cause challenges and try to put actions in place to address these
Mainly 3s	The organisation appears to be getting there . There are areas of strength to support innovation of a DHT, but there are still some areas that may cause a challenge. It is likely to be helpful to identify these areas and put actions in place to address/strengthen these areas
Mainly 4s	The organisation appears to be proficient in innovation with DHTs. This should provide a good basis for implementation of a DHT