

Readiness Survey

Circle the number that best indicates the extent to which you agree or disagree with each statement.

	Very much		Neutral			Not at all	
	1	2	3	4	5	6	7
1. Prevention is an important aspect of the care we provide in this practice.	1	2	3	4	5	6	7
2. We think prevention should be more strongly emphasized in our practice.	1	2	3	4	5	6	7
3. Someone in our practice has the vision, leadership, and authority to make prevention happen here.	1	2	3	4	5	6	7
4. We have adequate time to do one-on-one patient education or patient counseling.	1	2	3	4	5	6	7
5. Nurses in our practice regard patient education as one of their main tasks.	1	2	3	4	5	6	7
6. Physicians in our practice regard patient education as one of their main tasks.	1	2	3	4	5	6	7
7. Our practice is willing to allocate resources (time, training, personnel, and space) to implement a comprehensive program to deliver clinical preventive services.	1	2	3	4	5	6	7
8. Internal communication is strong among staff and physicians in our practice.	1	2	3	4	5	6	7
9. A sense of teamwork exists among staff members and physicians in our practice.	1	2	3	4	5	6	7
10. Our practice has already implemented, or has tried to implement, specific programs for prevention (e.g., cancer prevention programs, smoking cessation, and diabetes education).	1	2	3	4	5	6	7

continued on page 124

	Very much		Neutral			Not at all	
	1	2	3	4	5	6	7
11. Our practice has effective referral mechanisms for patients to receive any screening tests not provided in our office (e.g., mammography and lab).	1	2	3	4	5	6	7
12. We have effective referral mechanisms for patients to receive behavior change counseling.	1	2	3	4	5	6	7
13. We follow up on patients referred to other services (e.g., record test results on charts).	1	2	3	4	5	6	7
14. We can allow adequate planning time to incorporate prevention into our practice.	1	2	3	4	5	6	7
15. We have a quality assurance system in place to assess and improve service delivery (e.g., Continuous Quality Improvement [CQI]; Total Quality Management [TQM]).	1	2	3	4	5	6	7
16. We have a system in place to report the percentage of eligible patients who are receiving the screening tests they need (e.g., Pap smears and immunizations).	1	2	3	4	5	6	7

Source: Readiness to put prevention in your practice. *Texas Medicine* 92(12):35, 1996.

Worksheet for Assessing Organizational Climate

What are the values, attitudes, and beliefs of our staff about prevention?

What are the values, attitudes, and beliefs of our patients about prevention?

What kinds of preventive services do we aspire to provide all of our patients?

What is the difference between what we aspire to provide and what we currently provide?

continued on page 126

Do we perceive a need to change?

Are we ready to make a change?

Worksheet for Assessing Current Preventive Services

Preventive Services Provided

What preventive care do we currently provide our patients?

Do we provide preventive services for which each patient is eligible?

What services are we documenting?

Existing Systems for Providing Preventive Services

What policies and procedures do we have in place for providing preventive services?

continued on page 128

What forms and systems are we using?

How does our current physical environment support or inhibit our delivery of preventive services?

What preventive services delivery systems have worked? Why?

What preventive services delivery systems have not worked? Why?

continued on page 129

What can we do differently?

Will the PPIP system duplicate the work we are already doing?

Staff Roles

What functions do staff currently serve in the provision of preventive care?

Who is documenting the delivery of preventive services?

continued on page 130

Patient Flow

How does our current patient flow support or inhibit our delivery of preventive services?

Worksheet for Assessing Current Individual and Group Systems

How are people working together?

Do people like working here?

What do patients say about our clinical setting?

Worksheet for a Plan to Deliver Clinical Prevention Services

When should we start implementation?

How should we start implementation?

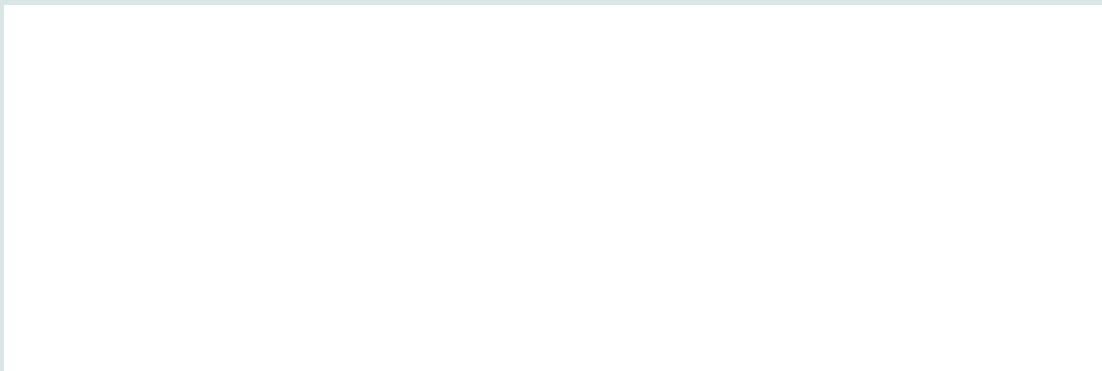
Who will our initial target population be? (Remember to start small!)

continued on page 134

With what services/materials should we start? Which should we add later?



How will we know when we are ready to expand our services?



Worksheet for Designing an Evaluation Process

How will we review our progress?

How often will we meet to reflect on our direction?

How will we know if we have been successful?

Worksheet for Delegating PPIP Functions Among Staff

For each question, consider the following:

- Who would be the best person to fill this role in your clinical setting? Why?
- Who would be the best person to supervise and/or follow up?

Clinical Flow

Who will put the PPIP tools in the client's chart the day before the visit? (see Chapter 6 for PPIP materials.)

Who will prescreen the patient's chart the day before the visit?

Who will conduct and review the health risk profile (HRP) and initiate the preventive care flow sheet for each patient? (see Chapter 6 for a description of HRPs and preventive care flow sheets.)

continued on page 138

Who will be responsible for ordering screening tests?

Who will be responsible for reviewing the appropriate health guides with the patient and for counseling the patient on identified risk factors? (see Chapter 6 for a description of PPIP health guides.)

Chart Audits

Who will conduct chart audits to assess the quality of preventive services?

Who will analyze the chart audit results and present them to the staff?

continued on page 139

Staff Training

Who will arrange for staff training?

Who will conduct staff training?

What will we do if we need technical support?

Additional Functions

Who will be responsible for designing and ordering materials?

continued on page 140

What are some additional functions, and who will perform them?

Worksheet for Evaluating Your PPIP System

Goals

Are we functioning in alignment with our greater purpose? Our vision?

Do we need to reevaluate our goals?

What is working well? Why?

What is not working? Why?

What can be done differently?

continued on page 142

Are we providing the services we said we want to provide?

Should we reevaluate the services we offer?

Materials

How do the PPIP materials fit our needs?

Should we modify any of the PPIP materials?

continued on page 143

Documentation

Are we documenting the services we provide?

Staff Performance and Satisfaction

How are the staff performing their functions?

Are staff stepping in where needed?

Are staff working together as a team?

continued on page 144

Are all staff contributing suggestions?

How do staff members feel about their work?

Do staff members feel supported and heard?

Patients

How are our patients responding to the change?