

## Deciding Together

### Implementation Start-Up Checklist

Place a check when your team has accomplished the following:

1. Identify “champion” physicians and LVAD coordinators.
- The **physician champion** will support staffs' uptake of the DA, use it with patients, and urge other physicians to use it. **LVAD coordinator champions** will keep track of the clinic's supply of the DA, ensure all LVAD candidates receive a DA, and potentially be the one to review the DA with patients.

Name of physician champion: \_\_\_\_\_

Name of LVAD coordinator champion: \_\_\_\_\_

2. Review our training slides
- Conduct team meetings to ensure that everyone involved in LVAD candidates' care is familiar with the **purpose of the DA** and **how it is intended to be used**
  - These slides can be found in our toolkit on [lvaddecisionaid.com/toolkit](http://lvaddecisionaid.com/toolkit)

3. Identify overlap with current education materials
- Decide if you will **replace** your existing materials that overlap in content with our DA or **integrate** the materials

Replace

Integrate. If so, how? Which parts will be kept from existing materials, and which parts will be replaced with this LVAD decision aid? \_\_\_\_\_

4. Add decision aid usage to your workflow, particularly **when the DA will be delivered to patients**
- Many sites give it to patients during the consent process for LVAD evaluation or at the very beginning of LVAD education

▪ **Who** will give the DA to patients? \_\_\_\_\_

▪ **When** will they give the DA to the patient? \_\_\_\_\_

5. Decide what format you will use for the Decision Aid
- The decision aid can be printed in a booklet through a vendor of your choice, printed yourself and stapled together, or viewed online on a smartphone, computer, or tablet.

▪ Chosen Format: \_\_\_\_\_

- 6. If using a physical version of the decision aid, find a place to store the copies that is **easily accessible and visible**
  - It may help to keep the DAs with **consent materials or other educational materials**
  - If applicable, where will physical DAs be kept? \_\_\_\_\_
  
- 7. Add a link to **LVADdecisionaid.com** to any existing materials you hand out
  - **LVADdecisionaid.com** has additional resources for patients and caregivers, including **videos of LVAD patients** talking about their experiences.
  
- 8. Utilize the online version of the DA
  - The online DA can be **emailed** to **caregivers and family members** who are not present during the education process. It can also be used during **telemedicine** visits with patients or as a back-up if you run out of physical decision aids.
  
- 9. Launch!
  - Make using the decision aid a **routine** and continue to be dedicated to the concepts of **patient-centered care** and **shared decision-making**.

For more details, go to [LVADdecisionaid.com](http://LVADdecisionaid.com).  
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