teip

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TOWARDS EVIDENCE-INFORMED PRACTICE

Setting the standard for health promotion excellence!

Overview of TEIP Tools

Strengthening Capacity for Evidence-informed Practice

In Manitoba partnering with

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TOWARDS EVIDENCE-INFORMED PRACTICE
Setting the standard for health promotion excellence!

Towards Evidence-Informed Practice (TEIP) Tools:
Strengthening Capacity for Evidence-Informed Practice (EIP)

What is TEIP?

Towards Evidence Informed Practice (*TEIP*) aims to support effective health promotion and prevention programming by strengthening capacity for evidence-informed practice[*] and practice-based learning[*]. TEIP is a program of the Ontario Public Health Association.

Since 2005, *TEIP* has partnered with researchers, knowledge exchange experts and frontline practitioners to develop, field-test and implement practical tools to facilitate:

• Application of the best available evidence

• Realistic and useful evaluations to inform program decision-making

What can TEIP do for you?

• Guide frontline practitioners and management to strengthen, evaluate and use evidence in their health promotion and prevention programs;

• Build confidence, motivation and organizational capacity to use and apply evidence and evaluation in health promotion and prevention initiatives; and

• Enable practitioners to tailor local programs to a community's context[*] and experience

What are the TEIP Tools?

TEIP features a set of three step-by-step tools (teip.hhrc.net/tools), each of which can be applied at different times, depending on the life cycle of the program and the outcomes desired:

• **Program Assessment Tool**
• **Program Evidence Tool**
• **Program Evaluation Tool**

Each tool builds capacity[*] for EIP.

NB: Please see Appendix I for more information on the TEIP Framework Components.
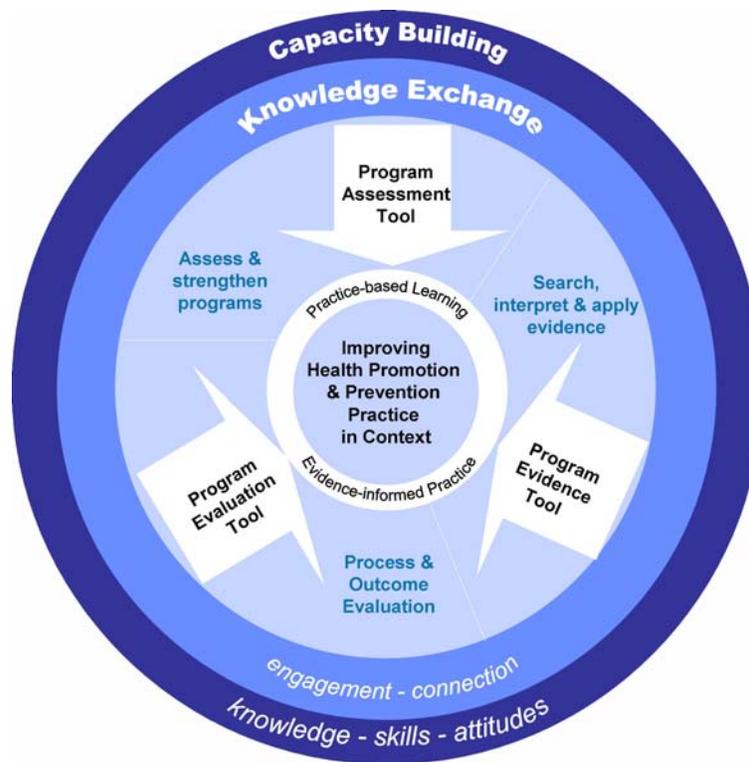
TEIP Framework

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[*] See Appendix I for definition of terms.

TEIP Program Assessment Tool:
Assess & Strengthen Programs

The **TEIP** **Program Assessment Tool** aims to strengthen existing programs and/or improve program planning along 19 evidence-informed criteria. The Tool is based on research by the University of Waterloo, Population Health Research Group. The Program Assessment Tool is organized along 19 evidence-informed criteria or elements that the Population Health Research Group found are common to 'best practices' in their review of community-based program literature.

The aim of the tool is NOT to label a program as 'best' or 'promising', but to strengthen or plan a program by identifying areas for enhancement and developing realistic recommendations for improvement. In this way, the Program Assessment Tool supports continuous program improvement while respecting local experience, wisdom and context.

The **Program Assessment Tool** includes the following components:

Steps	Worksheet	Outcome
1. **Select program to assess & assign roles**	▪ *Roles Worksheet*	▪ Program needing improvement is identified ▪ Appropriate program reviewers are identified
2. **Gather program information**	▪ *Program Information Survey*	▪ Complete set of program documentation developed ▪ Information on how program addresses 19 evidence-based criteria ready to forward to reviewers
3. **Assess the program**	▪ *Program Assessment Worksheet*	▪ Initial assessment of program against 19 evidence-informed criteria completed ▪ Draft list of program improvements identified
4. **Achieve consensus**	▪ *Consensus Summary Worksheet*	▪ Areas for program improvement are agreed upon by all reviewers & understood by program staff
5. **Plan program enhancements**	▪ *Program Enhancement Work Plan*	▪ Feasible plan to implement priority program improvements is developed

"The TEIP project has provided the tools and support to ensure that our programs undergo rigorous evaluation, incorporate evidence into program planning, and develop practice-based evidence as a result of our local outcome evaluation measures."

Lana Smith, Public Health Nutritionist

TEIP Program Evidence Tool:
Search, Interpret & Apply Evidence

The **TEIP** **Program Evidence Tool** is a comprehensive set of guidelines and worksheets that provide a five step process to search, interpret and apply relevant and credible evidence from the best available academic, grey literature, informed colleagues and content advisor evidence sources. It helps practitioners avoid getting 'lost in the evidence' and guides them in the following steps to use evidence to inform program decisions:

Steps	Worksheets	Outcomes
1. **Define evidence question** *What do you want to know?*	▪ *Evidence Question Worksheet*	▪ High priority evidence question developed ▪ Search terms identified
2. **Develop search strategy** *Where do you find it?*	▪ *Search Strategy Worksheet*	▪ Sources of credible & relevant evidence listed
3. **Collect & synthesize evidence** *What do you do with the information you find?*	▪ *Evidence Collection Spreadsheet* ▪ *Evidence Synthesis Worksheet*	▪ Findings summarized ▪ Key themes identified
4. **Interpret & adapt evidence** *What are the implications for your program?*	▪ *Evidence Forum Worksheet*	▪ Implications for practice summarized ▪ Recommended actions itemized
5. **Implement & evaluate** *How do you apply the information?*	▪ *Knowledge Dissemination Worksheet* ▪ *TEIP Program Evaluation Tool*	▪ Key implementation issues & gatekeepers identified ▪ Action plan developed ▪ Evaluation plan outlined

The Program Evidence Tool addresses a broad range of sources of pre-appraised evidence relevant to health promotion and prevention practice, minimizing the need for critical appraisal skills and reliance on costly evidence sources. It provides user-friendly knowledge management worksheets and considers organizational and system-level supports for EIP.

The Tool also includes an ***Evidence 101*** section that reviews basic concepts related to the use of evidence as well as a ***Tips and Resources*** section that includes additional sources of information and references.

> *"Engaging in this process helped us make the case for reallocation of resources not based on what we may think is 'right' but on what the evidence tells us would be most effective. It made us look at what is being done and is it working. It forced us to look at the topic at a deeper level. Well worth the time and effort!"*
>
> Bob Graham, Environmental Health Inspector

TEIP Program Evaluation Tool:
Process & Outcome Evaluation

The *TEIP* **Program Evaluation Tool** provides user-friendly guidelines to help practitioners develop realistic evaluation plans that include both process and outcome measures. The Tool was developed in consultation with Dr. Brian Rush of Virgo Evaluation Planning and Consultants.

Steps	Worksheets	Outcomes
1. **Select evaluation team** 2. **Assess organizational capacity & resources**	▪ *Evaluation Team Worksheet* ▪ *Evaluation Resources Worksheet*	▪ Evaluation team established ▪ Available resources identified ▪ Realistic timetable developed ▪ Vision of healthy evaluation culture created
3. **Develop logic model** 4. **Define evaluation questions**	▪ *Program Logic Model Template* ▪ *Evaluation Questions Worksheet*	▪ Program activities and objectives defined ▪ Relevant & useful evaluation questions prioritized ▪ Link between PLM and evaluation understood
5. **Build evaluation framework** 6. **Document evaluation plan**	▪ *Evaluation Framework Template* ▪ *Evaluation Plan Template*	▪ Indicators identified ▪ Evaluation design developed ▪ Data collection methods & tools created ▪ Data analysis methods established ▪ Realistic & credible evaluation plan outlined
7. **Collect & analyze data** 8. **Document evaluation report**	▪ *Evaluation Report Template*	▪ Ethical issues considered ▪ Timely data collection & analysis ▪ Key learnings & recommendations identified ▪ Evaluation results reported
9. **Disseminate findings & modify program**	▪ *Dissemination Plan Template* ▪ *Action Plan Template*	▪ Audiences identified & information tailored to audience preferences ▪ Stakeholder feedback shapes final evaluation recommendations

The *TEIP* approach to program evaluation supports:

- Organizational capacity-building and the development of a healthy evaluation culture

- Identification of priority evaluation questions to demonstrate impact and inform program decision-making, considering local resource and capacity constraints (useful and realistic)

In addition, the *Evaluation 101* section reviews key evaluation concepts for those who are new to evaluation or could benefit from a brief refresher. Further guidance is available in the *Tips & Resources* section.

How does TEIP fit with other frameworks and tools?

TEIP Tools align with and complement several other organizations' efforts to support evidence-informed decision-making by providing practical tools and guidance to put evidence into action.

Public Health Agency of Canada's (PHAC) Core Competencies
(www.phac-aspc.gc.ca/ccph-cesp/index-eng.php)

TEIP Tools assist practitioners in developing 14 core competencies relating to the following categories:

- Core Competency category #2 – *Assessment and Analysis*
- Core Competency category #3 – *Policy and Program Planning, Implementation, Evaluation*

National Collaborating Centre for Methods and Tools (NCCMT)
(www.nccmt.ca/eiph/index-eng.html)

The *TEIP* **Program Evidence Tool** provides systematic guidelines and worksheets consistent with the NCCMT model for evidence-informed decision making in public health. The Evidence Tool includes steps that guide practitioners towards a range of evidence sources including pre-appraised evidence, which complement the NCCMT's approach, with its emphasis on incorporating the best available evidence from a variety of sources and relying on public health expertise to integrate all relevant factors into public health decisions.

The Online Health Program Planner (OHPP)
(http://www.thcu.ca/ohpp/)

TEIP Tools provide the step-by-step guidance you need for the OHPP's:

- Step 2: TEIP Tools support a systematic approach to gathering, interpreting and applying the evidence you need to enhance program planning
- Step 3 & 5: TEIP Tools can guide you through the process of developing a realistic, relevant and useful program evaluation plan

TEIP Tools can be applied at different times throughout the life of a program either to support the search for evidence, plan program evaluation or overall program improvement. Because they provide comprehensive, easy to understand guidelines, they strengthen local capacity, reducing dependency on external experts, while at the same time suggesting appropriate, cost-effective ways in which external input may be used, when required.

What else can TEIP do for you?

TEIP Tools were developed to meet the needs of those planning and implementing community-based health promotion and prevention programming within Regional Health Authorities, Health Units, Non-Governmental Organizations and Community Health Centres.

Recognizing that tools alone do not build organizational capacity, *TEIP* developed a range of more intensive supports to promote the uptake and usage of its tools. These include:

- Master Trainer Workshops
- Online Forum
- Online Learning Modules
- Support Help-line (TEIPhelpline@opha.on.ca)
- Examples of Completed Worksheets
- Webinars
- Organizational Capacity Assessment Tool

For Further Information and Support

Visit the TEIP Website at www.teip.hhrc.net
or Email us at teip@opha.on.ca

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Appendix I: TEIP Framework Components

TEIP tools incorporate *Capacity Building* and *Knowledge Exchange & Development* processes.

*Capacity Building***:** Strengthening individual, organizational or health system ability to continuously improve health promotion and disease prevention programs through program assessment, program evaluation and the use of evidence. Capacity is the set of knowledge, skills, resources and partnerships, as well as the organizational culture, values and attitudes that support and motivate practitioners to integrate continuous improvement practices into their core work.[1],[2]

Knowledge Exchange & Development: The development and use of relevant evidence to improve health promotion and disease prevention practices. Knowledge exchange engages practitioners, decision-makers and researchers in the development of meaningful knowledge and mutual learning through the process of producing, disseminating and applying existing or new knowledge in decision-making. Knowledge Development incorporates the sharing of tacit knowledge and the evaluation of programs.[1,3]

The three TEIP Tools include:

Program Assessment: The process used to identify areas for enhancement to guide future program planning and refinement. Program Assessment appraises: the *need* for a program; the program's *content*; the program's *process*; and the program's *evaluation* plan. The TEIP Program Assessment Tools apply 19 evidence-based criteria for best and promising practices.

Program Evidence: The process used to search for, interpret and apply relevant and credible evidence to strengthen local programs. TEIP Program Evidence Tools support the use of best available academic literature, grey literature, informed colleagues and content advisor evidence sources.

Program Evaluation: The process to determine the extent to which a program has achieved its desired outcomes, assess the contribution of the processes employed to achieve these outcomes[4], and provide feedback for strengthening the implementation and reach of the program. Evaluation produces evidence of effectiveness and is a key component of practice-based learning.[3] The TEIP Program Evaluation Tools focus specifically on process and outcome evaluation.

The above capacity building and knowledge exchange approaches increase *evidence-informed practice* (EIP) and *practice-based learning* which will ultimately lead to the improvement of health promotion and disease prevention practices in the Canadian *context*.

Evidence-informed Practice (EIP): Processes intended to create and apply the best available evidence to health promotion and disease prevention programs.[3]

Practice-based Learning: Processes that enable ongoing improvement and learning from program evaluations and related knowledge exchange processes. These knowledge exchange processes facilitate decision-making, learning and improvement internally (in the setting the evaluation was conducted) and externally (by the dissemination of evaluation results). The dissemination of evaluation results externally contribute to the knowledge base that practitioners can use in their health promotion and disease prevention practice.[3]

Context: The local settings, circumstances, conditions and factors influencing program effectiveness and the way in which knowledge is developed, exchanged and used.

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[1] Canadian Health Services Research Foundation http://www.chsrf.ca/keys/glossary_e.php
[2] Goodman, R., Speers, M., McLeroy, K., Fawcett, S., Kegler, M., Parker, E., Smith, S., Sterling, T., & Wallerstein, N. Identifying and defining the dimensions of community capacity to provide a basis for measurement. Health Education and Behaviour. 1998; 25(3): 258-278.
[3] Centre for Behavioural Research and Program Evaluation (2008). Towards an Enabling System for Knowledge Development and Exchange: Planning to Support Evaluation and Practice-base Learning – Project Overview.
[4] Nutbeam, D. & Bauman, A. (2006) Evaluation in a Nutshell: A practical guide to the evaluation of health promotion programs. MCGraw Hill:Sydney.