**Appendix A**

**EBP Project Steps and Overview**

Purpose: This appendix outlines the steps in the PET process and factors the team should consider throughout the project. The tools to facilitate the steps are listed according to the process phase. Additionally, the decision tree guides teams in determining if an EBP project is the correct path and what kind of evidence search is required.

Associated Tool (Appendix)

Steps

Question Development Tool (B)

1. Explore & describe the problem

2. Develop the problem statement

3. Write the EBP question

Practice Question

Review On-Going Considerations

Searching & Screening Tool (C)

Appraisal Tool Selection Algorithm (D)

Pre-Appraised Evidence Appraisal Tool (E1)

Single Study Evidence Appraisal Tool (E2)

Anecdotal Evidence Appraisal Tool (E3)

Evidence Terminology & Considerations Guide (F)

Best-Evidence Summary Tool (G1)

Individual Evidence Summary Tool (G2)

Summary, Synthesis, & Best-Evidence Recommendation Tool (H)

4. Conduct best evidence search & appraisal

5. Conduct targeted search OR exhaustive search

and screening

6. Appraise the evidence ​

7. Summarize the evidence​

8. Organize the data​

9. Synthesize the findings​

10. Record best evidence recommendations​

Evidence

Translation

Review On-Going Considerations

11. Assess the risk, fit, feasibility, & acceptability

of best evidence recommendations

12. Identify practice-setting specific

recommendations​

13. Identify an implementation framework​

14. Create an implementation/action plan​

15. Implement​

16. Monitor sustainability & identify next steps

Translation Tool (I)

Implementation & Action Planning (A3) Tool (J)

>Maintain project plan, including timeline & responsibilities​

>Ensure appropriate team & impacted groups are involved​

>Monitor project alignment with organizational priorities​

>Communicate & disseminate

On-Going Considerations

**Evidence Phase Decision Tree:**

