

ASSESSMENT TOOL

Organisational Readiness Assessment

Modified Checklist to Assess Readiness for Implementation (CARI)

BOTTOM LINE

Use this checklist before commencing implementation. A total score of **80 or above** (with a minimum of 15 in every category) indicates sufficient readiness to proceed. Scores below threshold should trigger targeted action on weak categories before moving forward.

Adapted from Barwick M. (2011). Checklist to Assess Organisational Readiness (CARI) for EIP Implementation.

1. System Readiness

/ 20 points

Rate each item 0 (not at all) to 4 (fully in place).

Item	Score
Organisational infrastructure supports new clinical practices	
Existing policies and procedures align with the proposed intervention	
Communication channels exist between relevant departments (theatre, recovery, wards)	
Quality improvement processes are in place to support ongoing evaluation	
There is an established pathway for introducing non-pharmacological interventions	

Category subtotal: / 20

2. Senior Leadership

/ 20 points

Item	Score
Executive leadership has expressed verbal or written support for the initiative	
Resources (funding, staffing, equipment) have been committed or allocated	
Leadership is willing to champion the implementation publicly	
There is accountability at management level for implementation outcomes	
Leadership is engaged in regular progress review and feedback	

Category subtotal: / 20

3. Staff Capability

/ 20 points

Item	Score
Staff have baseline knowledge of acupuncture/acupressure for PONV	
Staff attitudes toward complementary interventions are receptive	
Staff are willing to participate in training and adopt new practices	
There is a clinical champion or opinion leader among frontline staff	
Credentialed acupuncture practitioners are accessible (if needle-based modalities are planned)	

Category subtotal: / 20

4. Implementation Plan

/ 20 points

Item	Score
A written implementation plan with defined objectives exists	
The plan identifies target patient populations and surgical procedures	
Roles and responsibilities of each team member are clearly defined	
A realistic timeline with milestones has been established	
Barriers have been identified with corresponding mitigation strategies	

Category subtotal: / 20

5. Training

/ 20 points

Item	Score
Training programs have been developed for all relevant staff groups	
Training materials and resources are available and accessible	
On-the-job training and supervision processes are defined	
A plan for ongoing education and competency maintenance exists	
Staff have adequate protected time to complete required training	

Category subtotal: / 20

Total Score

Category	Score	Minimum
1. System Readiness		15
2. Senior Leadership		15

Category	Score	Minimum
3. Staff Capability		15
4. Implementation Plan		15
5. Training		15
TOTAL		80

Interpretation Guide

- **80–100 points (all categories ≥ 15):** Organisation is ready to proceed with implementation.
- **60–79 points:** Partial readiness. Address categories scoring below 15 before proceeding.
- **Below 60 points:** Significant gaps exist. Focus on foundational elements (leadership buy-in, staff engagement) before planning implementation.

Re-assess after addressing gaps. Readiness is dynamic — revisit this checklist at each EPIS phase transition.

Assessed

by: Date:

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