

Integrated Clinical Pathway Checklist*

I. Content / Structure of ICP

- Have identified start and finish points
- Reflect a patient's journey (i.e. moving along a continuum of days/weeks/months/stages/objectives/programs)
- Reflect 24-hour continuous care/treatment (where appropriate)
- Form the record of care for an individual patient
- Allow documentation to be individualized to meet the patient's needs
- Outline the anticipated process of care/treatment

II. ICP Documentation

- Identify the relevant patients in the title of the ICP (e.g., ICP for Laparoscopic Cholecystectomy)
- Indicate the circumstances when a patient should come off or should not be put on (exclusion criteria)
- Meet local/national minimum standards for documentation (e.g. institution standards if exist)
- Include a reminder that says professional judgment must be applied while taking into account the patient's wishes & needs (i.e., the ICP is not a tramline and can be varied)
- Reference the evidence on which the content is based
- Include the date of development of the document on the ICP
- Include space for the identification of the individual patient on each page

III. The Development Process

- Record decisions made concerning the content of the ICP
- Record description/list staff involved in the development of the ICP
- Conduct a literature search to gather the evidence base for the clinical content of the ICP
- Record the rationale for including and excluding pieces of evidence/guidelines
- Pilot test the ICP and audit the ICP documentation after the pilot
- Consider clinical risk as part of the content of the ICP
- Consider training, education, and competency of staff as part of the content of the ICP
- Involve patient and/or their family members in the development of the ICP (by using focus groups/questionnaires/complaints/patient diaries, etc.)
- Take into account patients' and family members' multicultural needs

IV. The Implementation Process

- Establish an on-going training program for the staff
- Identify resources (individuals/time) to undertake the training on how to use the ICP
- Establish a system to feedback the variations of the ICP to the staff and patients/family members
- Agree on the location where the ICP documentation will be stored once finished
- Assess the risks involved in an ICP development before commencement
- Name an individual responsible for maintaining the ICP
- Provide training to staff when a change to the ICP content is made
- Provide regular training for new staff that will be using the ICP
- Set a review date of one year or less
- Get endorsement for the ICP development from the Trust Board/Clinical Governance Committee

Questions:

- Within the organization, is there a plan specifically for ICP development?
- Are ICPs evident in the organization's Clinical Governance Strategy?

*This checklist is adapted from *The Integrated Care Pathways Appraisal Tool (I.C.PAT)*¹, which provides a series of questions to ensure that the tool developed is an ICP, that the mechanism used to develop the ICP is robust, and that the ICP documentation meets at least the minimum legal requirements for clinical documentation. I.C.PAT uses the term "service user" where we have used the terms "patient" and "patient and/or family members."

¹Whittle C, McDonald PS, Dunn L, de Luc K. Developing the integrated care pathways appraisal tool (ICPAT): a pilot study. *J Integr Care Pathways* 2004; 8:77-81.