

IMPLEMENTATION PLAN

Using the Service Planning Tool to Develop a Telerehabilitation Implementation Plan

Part Three of the Service Planning Tool is designed to support rehabilitation providers and clinicians in developing a clear and actionable implementation plan for telerehabilitation services. The reflective questions in this section prompt you to consider the practical steps, training and support needs, workflows, and processes required to successfully integrate telerehabilitation into routine service delivery.

By working through **Part Three**, you will be able to identify key actions, assign responsibilities, and establish supports that will enable effective and sustainable implementation of telerehabilitation.

INSTRUCTIONS:

Use the prompts and questions from the Service Planning Tool (Part Three) to guide team discussions and document your implementation plan for telerehabilitation. This worksheet will help you clarify priorities, coordinate efforts, and monitor progress as you move from planning to practice.

RELEVANT SECTIONS:

3A 3B

Implementation Plan

TRAINING AND SUPPORT PLAN

- Fill in each row for every training goal relevant to your telerehabilitation implementation (e.g., staff induction, clinician training, administrator training, technical support, ongoing learning).
- Specify the mode(s) of delivery (e.g., online module, workshop, webinar), the target audience, and the resources required.
- Use the “Notes/Actions” column to record next steps, responsible persons, or additional considerations.

Training Goal	Mode of delivery	Who (Target Audience)	Resources Needed	Notes/Actions

Implementation Plan

OPTIMISING WORKFLOWS AND PROCESSES

- For each workflow or process, describe how it is currently managed.
- Identify what changes or adaptations are needed for telerehabilitation.
- Assign responsibility for each workflow/process.
- List resources required (e.g., technology, guides, training).
- Use the notes/actions/timeline column to record next steps, deadlines, or additional considerations.

Workflow/ Process	Current State	Required Changes/ Adaptations	Responsible party	Resources Needed	Notes/Actions / Timeline
Decision- making (e.g. if/ when telerehab is offered)					
Session planning					
Scheduling					
Tech setup/ support					
Follow-up and feedback					
Other (please specify)					