AI Implementation Checklist

Decide → Prepare → Pilot → Embed

Practice: _____ AI Lead: _____ Start Date: _____

① Decide
Weeks 1–2

- ☐ AI discussed at a formal partners'/team meeting *(not a corridor conversation)*
- ☐ Business case presented: specific problem being solved
- ☐ Concerns raised and documented
- ☐ Clear decision recorded in minutes: proceeding / not proceeding / need more info
- ☐ AI lead appointed
- ☐ Timeline agreed

② Prepare
Weeks 3–6

- ☐ Clinical lead and administrative lead identified
- ☐ Tool evaluated using five-question framework *(Module 3)*
- ☐ Tool confirmed on AVT Registry
- ☐ Single tool selected *(not trialling multiple simultaneously)*
- ☐ DPIA completed
- ☐ ICO registration reviewed and updated if needed
- ☐ Caldicott Guardian review and approval obtained
- ☐ Patient communication materials drafted *(waiting room notices, website, verbal consent script)*

③ Pilot
Weeks 7–12

- ☐ Two to three pilot clinicians selected *(mix of enthusiast, pragmatist, cautious)*
- ☐ Pilot duration set *(four to six weeks)*
- ☐ Baseline documentation times measured *(one week pre-pilot)*
- ☐ Error logging process in place
- ☐ Patient consent process tested and working
- ☐ Pilot data collected: time, quality, experience
- ☐ Patient opt-out rate tracked
- ☐ Pilot results evaluated and presented to team

- ☐ **All clinicians trained** *(tool mechanics, note review, consent, when to pause, error reporting, governance)*

- ☐ Non-clinical staff briefed

- ☐ Documentation policy updated

- ☐ Patient information updated

- ☐ Consent processes formalised

- ☐ Clinical governance reporting updated

- ☐ Three-month review date set

- ☐ Six-month review date set

RECOMMENDED TIMELINE (~16 WEEKS)

Decide	Evaluate tool	Governance	Pilot	Eval	Train & Embed
Wk 1–2	Wk 3–4	Wk 5–6	Wk 7–12	13	Wk 14–16