Suggested steps:

• One or more key staff with responsibility for a new or existing falls prevention program should read the Sustainability guidelines and workbook and the supporting document, and review this training program. It is important that they are familiar with the contents of all material.

• Key staff and stakeholders should have a copy of the Sustainability guidelines and workbook and the supporting document (and read them) and any relevant documentation related to the program, for example the implementation plan or proposal.

• Organise a meeting of other key staff and stakeholders to discuss the use of the sustainability guidelines in the development of a sustainability plan, and to determine:
  – who (preferably more than one person) completes the guidelines documentation
  – which stakeholders should review and/or sign off on the documentation.

• You may wish to conduct the training program in this meeting or schedule a separate session. Determine who should attend the training session.

Conducting the training session:

Slides 2–11 provides an overview of the larger NHMRC Partnership Grant project and Component 4 that involved the development of the sustainability guidelines and accompanying documents. This information should be provided both as an acknowledgement and to highlight the methodology used to develop the guidelines.

Slides 12–30 relate to program sustainability and the 12 factors that need to be addressed to aid long term program sustainability.

• As each key factor is reviewed, allow the group to discuss how the factor is being addressed or will be addressed (using the actions in the guidelines to guide the process). A note taker should also record the discussion, but a key person should complete the workbook as the session progresses.

Slides 31 onwards detail the steps to be undertaken after the training program to complete the guidelines documentation and sustainability plan. It may not be feasible to complete the checklist and prioritisation in the training session.

After the training

• The key persons responsible for completing the guidelines documentation will:
  – finalise the statements detailing how each factor will be addressed; once again using the actions in the guidelines to guide the process
  – work through the sustainability checklist and prioritise items
  – provide this documentation to relevant stakeholders for feedback and sign off.

• Action plans (using the action and options plan) should be developed at the next planned meeting (or in the manner best suited to the organisation). Action plans should be signed off by the appropriate stakeholders. Action plans should be diarised for follow up and reviewed as required.

• The program components to be sustained should be completed from the outset and amended accordingly as the program develops.

• The sustainability status checklist should be completed at the end of implementation and at different time points (for example, initially every six months). Funded by NHMRC and the Victorian Government Department of Health.