

Planning a 5, 7 or 10 Day Challenge.

Step One: Plan the dates.

- Create a small committee with key stakeholders for an initial planning meeting, and an evaluation meeting after the challenge is completed.
- Decide how many dates you want in your challenge, and if you want them to run consecutively, every other day, or once a week
- Don't forget to engage staff on all shifts, including staff working nights.

Step Two: Decide what to include in the challenge.

- Include a mixture of educational, practical and fun days in the challenge. There are some activities included in the activity section on this website to help you get started. Perhaps you have an educational module you need people to watch and which has a few questions associated with it. Activities that include where to find equipment for a specific task are popular, and you can also add some fun activities such as "how many oranges fit into a large sling?" or, "what can you create/do with a slide sheet?"
- Assign a score to each activity.

Step Three: Create the documents you require for each activity and put them together as a SPHM Challenge Pack.

- Decide if you are going to create documents digitally, or will be offering them in print, or both. Create a document that will allow the answers to all your challenges to be put in one document. Healthcare professionals hate paperwork.
- Identify where staff are to place the completed documents such as a collection box in the staff canteen, or an envelope on each unit.
- Decide what prizes you are going to award the winner/s.

Step Four: Market the challenge.

- Use posters (bathroom doors are a great place), e mail etc. to spread the word.
- Get into as many staff and manager meetings as you can.
- Inform people at least 1-2 weeks before the challenge starts.

**GET STARTED! HAVE FUN! TAKE PICTURES! SHARE! CELEBRATE
YOUR SUCCESS!**