

CHECKLIST: Making **SMART** Aim Statements

Yes	No	
		SPECIFIC
<input type="checkbox"/>	<input type="checkbox"/>	The Aim Statement is precise and concise
<input type="checkbox"/>	<input type="checkbox"/>	The Aim Statement has a single focus (not multiple goals)
<input type="checkbox"/>	<input type="checkbox"/>	The Aim Statement means the same thing to all staff working on this Aim Statement
		MEASUREABLE
<input type="checkbox"/>	<input type="checkbox"/>	The Aim Statement can be measured
<input type="checkbox"/>	<input type="checkbox"/>	The measure is readily understandable by the team
<input type="checkbox"/>	<input type="checkbox"/>	There is a direct relation between the increase and the decrease of the measure and the attainment or loss of the Aim Statement.
<input type="checkbox"/>	<input type="checkbox"/>	If needed, a procedure can be put in place that can consistently take, collect and report the measure
<input type="checkbox"/>	<input type="checkbox"/>	If the measure needs to be sampled, a representative sampling of the total (day of week, time of day, type of patient, etcetera) can be taken
		ACTIONABLE
<input type="checkbox"/>	<input type="checkbox"/>	The Aim Statement requires a deliberate action toward making an improvement (not just to study, evaluate, etcetera)
<input type="checkbox"/>	<input type="checkbox"/>	The members have or can gain the competency/capability needed to make probable solutions a reality
<input type="checkbox"/>	<input type="checkbox"/>	Members have a willingness to create a solution for this Aim Statement
		REALISTIC
<input type="checkbox"/>	<input type="checkbox"/>	The attainment of the Aim Statement is within the control or at least the influence of the members
<input type="checkbox"/>	<input type="checkbox"/>	The members have both the time and the resources to achieve this Aim Statement.
<input type="checkbox"/>	<input type="checkbox"/>	The Aim Statement achievement is not limited by regulatory, legal, ethical or other requirements
<input type="checkbox"/>	<input type="checkbox"/>	Leadership supports the team time for staff to diagnose, generate solutions, implement changes and sustain the measurement collection.
<input type="checkbox"/>	<input type="checkbox"/>	The anticipated resources to achieve this Aim Statement will be worth the value to obtain/implement them
<input type="checkbox"/>	<input type="checkbox"/>	The content knowledge needed to achieve the Aim Statement is within the staff's capability, or available from outside the clinic
<input type="checkbox"/>	<input type="checkbox"/>	There is a good chance the team will be successful in achieving this Aim Statement.
		TIMELY
<input type="checkbox"/>	<input type="checkbox"/>	There is a target date specified for achieving this Aim Statement
<input type="checkbox"/>	<input type="checkbox"/>	Conditions in the environment are ripe for implementing this Aim Statement
<input type="checkbox"/>	<input type="checkbox"/>	There is a sense of urgency, shared need or benefit for achieving the Aim Statement at this time
<input type="checkbox"/>	<input type="checkbox"/>	Staff availability is good at this time to evaluate, create and implement the Aim Statement
<input type="checkbox"/>	<input type="checkbox"/>	There are no significant initiatives that might compete for staff time and attention working toward the Aim Statement at this time.