Translation and Implementation Planning Guide
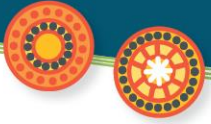
Thinking through the process of putting your research into practice

Queensland
Government

Contents	Page
Who is this Guide for and what does it aim to achieve?	3
What does translation and implementation planning involve?	4
How to use this guide	5
Translation and Implementation Discussion Topics and Questions	
Expected translation and impact	6
End-users and audiences	7 & 8
Barriers and enablers	9 & 10
Communicators and presenters	11 & 12
Timing for translation activities	13
Evidence	
References	14 & 15

# Who is this Guide for and what does it aim to achieve?

Researchers and **YJ staff** who are the sponsors, leads outcome owners and end users of research projects can use this guide to support planning for:

Translation and Implementation Plans can be detailed and updated over the life of the project in the template provided and also recorded at a high-level in the Research Application Form. Projects with a high level of investment and significant expected impacts require more detailed translation and implementation planning which will be informed by a facilitated Translation and Implementation Planning Workshop.

Translation and implementation planning aims to support researchers and YJ staff to ensure that:

- **Research findings are translated into products that meet decision-makers needs and preferences** and assist decision-makers to implement research findings.
- **Research-informed products are used by decision-makers to inform strategy policy, programs and practice** by end-users.
- **Impact** arising from the translated and implemented research **can be monitored and evaluated**.
- **YJ research findings and impact are disseminated and communicated** to audiences other than direct end-users such as the general community, other government and non-government social services providers, academic community, and/or specific sectors within those broad groups etc.
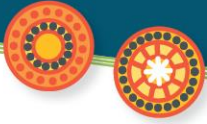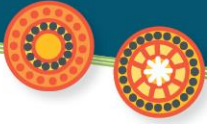
What does translation and implementation planning involve?

Fundamentally, translation and implementation planning involves systematically thinking through:

- **How research findings need to be communicated and presented** so that they are relevant, timely, accessible and engaging for the decision-makers expected to take up those findings

- **How research findings could be used to inform policy, program or practice development**, implementation and/or evaluation or current thinking and understanding of an issue

- **Who are the people that need to be involved** and/or accountable within this process

- **How and when you will communicate and engage** with the people you identify would need to be involved or engaged.

On the following page we detail some of the key questions that are important to address when planning for translation and implementation, in relation to each of the key components of translation, outlined below:

- Expected translation and impact

- End-users and audiences

- Communicators and presenters

- Barriers and enablers

- Format and channels

- Timing for translation activities.

How to use this Guide

- The required level of investment in translation and implementation planning is determined by the YJ Research team as part of the research project review and approval process.

- The YJ Research team also undertake a Stakeholder Mapping exercise as part of the research project approval process. The identified stakeholders should be involved in translation and implementation planning wherever possible. The YJ Research team can share the stakeholder mapping outcome with you.

- The YJ Research Team will determine whether:
    - This Guide can be used to complete the Translation and Implementation Plan, or
    - The project requires a Translation and Implementation Planning Workshop to be held prior to completing the Translation and Implementation Plan.

- **For projects requiring a Translation and Implementation Planning Workshop**:
    - This will be organised and facilitated by the YJ Research team. You can use this guide to familiarise yourself with key considerations of translation and implementation planning prior to the workshop, in completing the Plan following the workshop, and throughout the project lifecycle.

- **For projects where this Guide can be used to complete the Translation and Implementation Plan:**
    - The YJ Research team can facilitate this process in partnership with you, or you can complete this yourself and send to the YJ Research team for advice and support.
    - Translation and Implementation Plans must be provided to the YJ Research team once completed.

> **To use this Guide to inform translation and implementation planning you should:**
> a) Ask yourself/the team the questions set out in the following topic sections
> b) Record your answers in the Table in the template and outline next steps
> c) You can also then use this to produce the Translation and Implementation Plan if you see that your translation and impact measurement activities are numerous and/or will be conducted over lengthy time periods and would benefit from project management

Expected translation and impact

Translation Planning

- What is the research-informed change/innovation/intervention/information that we want to share, disseminate, see implemented?
- How might/could this be implemented in policy, practice, programs?
  - What is the expected implementation process – who needs to be involved?
- What benefits is this change/innovation/intervention/information likely/expected to bring?

Impact Assessment

- How would you know that change/innovation/intervention/information had been used or considered or implemented and/or sustained?
- Who would you have to ask to determine or confirm/attest to this?
- What kind of measures would help you monitor this?
  - Do they already exist or would you need to develop/implement them?
- How could you determine if the implementation of the change/innovation/intervention/information had the expected outcomes and benefits?
- What KPIs of the end-user/implementer organisation/environment and/or funder will the excepted outcomes and benefits impact?
  - How can you find out about KPIs if you're not sure?
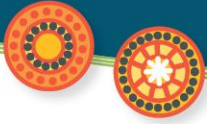
End-users and audiences

<u>End Users/Key stakeholders</u>

- Who would implement the change/innovation/intervention/information?
    - Describe in as much detail as possible – help "see" or visualise what is being delivered

- Who would need to approve/authorise and/or allow/provide budget for implementation of the change/innovation/intervention/information?

- Who would implementation of the change/innovation/intervention/information affect?
    - Who would need to do something new or differently?

- Who would be impacted/benefited by implementation of the change/innovation/intervention/information?
   - Who's outcomes are we seeking to improve?

<u>Audiences</u>

- Who would be interested to know about the change/innovation/intervention/information and potential and achieved benefits/outcomes?

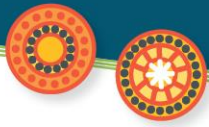- Who could spread or share communications about the change/innovation /intervention/information?

End-users and audiences

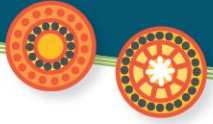| End Users	Audiences
Specific teams within YJ	All of YJ
Specific roles within YJ	YJ clients: children, families, women, youth etc.
Service providers: support services, counsellors etc.	Peak bodies/related organisations
NGOs	Advocacy/awareness raising groups and campaigns
Other government departments/federal government departments/	
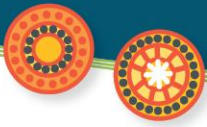
Factors that could affect translation

Question	Response	Considerations, assumptions and gaps in knowledge
Record barriers and facilitators related to implementation of the change/ innovation/ intervention/ information		
How could we maximise positive and minimise negative factors		

Key factors affecting use of academic research evidence

Individual	Organisational	External
Relevance (perceived vs actual) • To their work, issues, KPIs • Agenda , issues and interest • Communication and • Credibility of the source (researcher and research)	Communication • Face to face • Shorter faster simpler docs • Tools, processes & strategies • Actionable recommendations	Stakeholder feedback and action • Stakeholder push or block • Media involvement
Skills for research use • Ability to assess and apply research • Ability to influence internally	Relevance (perceived vs actual) • To current/competing priorities and issues • Implementation/current processes • To KPIs – are benefits easily visible?	Ministerial and government input • Ministerial priorities • Political cycle
Internal prompts • Newsletters • Updates • Management prompts • Performance measures	Resources • Supporting area or role • Time • Structure-process • Staffing • Costs-finance	Legal feedback and action
Factors act as <u>barriers</u> when they are lacking, or need improvement, development or focus, or will simply be challenging or present a risk	Management support • Authority and approval to implement change Networks-relationships Competing interests Access and awareness Political and policy processes	**Factors become <u>facilitators</u> where they either already exist or are already of high quality or can be easily developed, or utilised**

10

Communicators and presenters

- Who would be the most influential person to end-users?

    - Who has authority in their organisation/environment?

    - Who is well respected in their organisation/environment?

- Who can effectively communicate how the research findings are relevant to the end-users priorities, motivations and organisation/environment?

- Who understands the research well and can answer questions about it?

Note: Researchers should be present when other communicators present on their research, using a team approach can be very effective and influential.

Formats and channels

Formats

- Reports
- Power point presentation
- Workshop
- Video
- Seminar
- Guidance/guidelines document
- Opinion Pieces
- Posters
- Tool kits
- Programs/Products
- Training package
- Fact sheets
- Online tool/ training
- Seminar debate panel
- Media release/Newsletter etc.
- Website – copy for specific pages or project specific
- Theatrical Performance

Channels

- Face to face – meetings/committees/steering groups/forums/conferences
- Email
- Direct mail
- LinkedIn
- You Tube
- Online newspapers/newsletters/forums – e.g. The Conversation
- Television
- Newspapers/newsletters
- Facebook
- Twitter
- SharePoint
- Advertising spaces, i.e. screens, advertising boards (for posters/training)
- Researchers University communication channels, internal and external
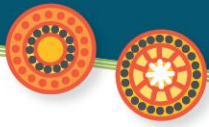
Timing for translation activities

- What is the best timing for identified translation and implementation activities?

    - How can translation activities can be timed to align with relevant/related events and issues/topics?

    - How can translation activities be timed to avoid clashing with other key projects and activities scheduled at the organisation or implementations site/s?

Notes:

- For longer term projects (more than 1 year) it is important to schedule meetings every few months to provide reports and updates and discuss any questions and issues and review/revise the translation plan.

- Research on translation has consistently found timing to be a critical factor in research uptake.

- Regular communication about the findings is critical to keeping end-users engaged and on-board.
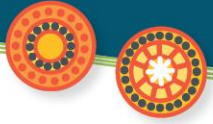
What is the evidence-base for this Guide?

- This Guide is based on and informed by research, including systematic review literature on best practice research translation for policy, programs and practice.

- The evidence-base shows that strategic and creative planning for translation activities and implementation of research findings that are relevant to local contexts significantly enhances:
    - the likelihood that research will be used in practice and
    - lead to positive impacts for decision-makers and most importantly outcomes for children, young people and families.

Key systematic reviews, papers and authors

- The use of research in public health policy: a systematic review

- A systematic review of barriers to and facilitators of the use of evidence by policymakers

- The science of using science: researching the use of research evidence in decision-making

- The effectiveness of research implementation strategies for promoting evidence-informed policy and management decisions in healthcare: a systematic review

- Implementation frameworks in child, youth and family services – Results from a scoping review

- Diffusion of innovations in service organizations: systematic review and recommendations

- Consolidated Framework for Implementation Research

- Advancing a Conceptual Model of Evidence-Based Practice Implementation in Public Service Sectors

- Implementation research: a synthesis of the literature

- Core Implementation Components