# A checklist for the SORT process

### Using SORT as a framework for collective reflection

1. Identify who needs to lead the SORT project.
2. Get senior nurse and executive level support or sponsorship.
3. Identify people needed in the assessment group.
4. Develop a sources of evidence table for your organisation.
5. Complete the SORT tool using as much evidence as possible to illustrate your judgement.
6. Review the SORT findings and reflect together to identify strengths and areas for improvement.
7. Ensure the assessment group has the right people to develop the improvement plan. If not seek help from others.
8. Develop a report that includes the completed SORT and improvement plan.
9. Share widely and wisely, giving particular attention to providing accessible communication designs and the needs of different audiences.
10. Repeat process based on your improvement plan timescales.
11. Work with other organisations of a similar type to learn from one another about the process and improvement plans.

### Using SORT as a validated measure

1. Identify who needs to lead the SORT project.
2. Get senior nurse and executive level support or sponsorship.
3. Identify people needed in the planning group. Make sure you have someone with the skills and time to undertake the data collection and analysis, and that you have software to do this.
4. Develop a sources of evidence table for your organisation.
5. Develop a sampling frame and for data collection and get approvals to undertake this based on your organisation’s governance framework.
6. Collect and analyse data undertaking subgroup analysis if needed.
7. Review the SORT findings and reflect together to identify strengths and areas for improvement.
8. Ensure the planning group has the right people to develop the improvement plan. If not seek help from others
9. Develop a report that includes the finding and improvement plan.
10. Share widely and wisely, giving particular attention to providing accessible communication designs and the needs of different audiences.
11. Repeat process based on your improvement plan timescales.