

Public Health Bulletin

Sustainability and Institutionalization Assessment

Positive public health outcomes can be achieved if effective public health bulletins are institutionalized and provide credible scientific information that is understandable to a wide range of audiences. Institutionalization is an ongoing process for public health bulletins. Program managers, funders, and other stakeholders need to understand all of the factors, in addition to funding, that contribute to sustainability, and how they can be addressed to institutionalize the bulletin. With knowledge of these critical factors, stakeholders can build program capacity for sustainability and position their efforts for institutionalization.

What is public health bulletin sustainability?

We define public health bulletin sustainability capacity as the ability to maintain production of quality bulletins over time and institutionalized within the governmental organization.

What is the purpose of this tool?

This tool will enable you to assess your bulletin's current capacity for sustainability across a range of organizational features. Results will help you identify your sustainability strengths and challenges to inform your sustainability and institutionalization planning.

Helpful definitions

Below are a few definitions of terms frequently used throughout the tool.

- **Public Health Bulletin** refers to the set of characteristics that you want to sustain over time. A national Public Health Bulletin (PHB):
 - ⊙ provides information to the public on current health threats, what the government is doing to reduce the threats, and what individuals can do to protect themselves;
 - ⊙ provides a single, go-to source for key public health recommendations; and
 - ⊙ builds national public health capacity by fostering a culture of rigorous scientific analysis of health data as the basis for public health dialogue and policy.
- **Organization** encompasses all the parent organizations or agencies in which the PHB is located. In most cases, it is the Ministry of Health. PHBs are also closely associated with the disease surveillance group.
- **Community** refers to the critical stakeholders who may benefit from the PHB. This could include local residents, organizational leaders in other governmental agencies, media, decision-makers, and other stakeholders seeking reliable public health information.

The name of the Public Health Bulletin I am assessing is:

Rate your Public Health Bulletin across a range of specific factors that affect sustainability. Please respond to as many items as possible. If you truly feel you are not able to answer an item, you may select "NA." For each statement, circle the number that best indicates the extent to which your PHB has or does the following things.

Environmental Support: Having a supportive internal and external climate for the PHB.

	To little or no extent					To a very great extent		Not able to answer
1. Champions exist who strongly support the PHB.	1	2	3	4	5	6	7	NA
2. The program has strong champions with the ability to garner resources.	1	2	3	4	5	6	7	NA
3. The program has leadership support within the larger organization.	1	2	3	4	5	6	7	NA
4. The program has leadership support from outside of the organization.	1	2	3	4	5	6	7	NA
5. The program has strong stakeholder support.	1	2	3	4	5	6	7	NA

Average score for this domain:

Funding Stability: Establishing a consistent financial base for the PHB.

	To little or no extent					To a very great extent		Not able to answer
1. The PHB exists in a supportive economic climate.	1	2	3	4	5	6	7	NA
2. The PHB implements policies to ensure sustained funding.	1	2	3	4	5	6	7	NA
3. The PHB is funded through a variety of sources.	1	2	3	4	5	6	7	NA
4. The PHB has a combination of stable and flexible funding.	1	2	3	4	5	6	7	NA
5. The PHB has sustained funding.	1	2	3	4	5	6	7	NA

Average score for this domain:

For each statement, circle the number that best indicates the extent to which your program has or does the following things.

Partnerships: Cultivating connections between the PHB and its organizational stakeholders.

	To little or no extent					To a very great extent		Not able to answer
1. Diverse organizations are invested in the success of the PHB.	1	2	3	4	5	6	7	NA
2. The PHB communicates with organizational leaders.	1	2	3	4	5	6	7	NA
3. Leaders are involved and supportive of the PHB.	1	2	3	4	5	6	7	NA
4. Organizational stakeholders are passionately committed to the PHB.	1	2	3	4	5	6	7	NA
5. The organization is engaged in the development of PHB goals.	1	2	3	4	5	6	7	NA

Average score for this domain:

Organizational Capacity: The operational procedures, leadership, and staff needed to effectively manage the PHB and associated activities.

	To little or no extent					To a very great extent		Not able to answer
1. The PHB is well integrated into the operations of the organization.	1	2	3	4	5	6	7	NA
2. Organizational systems are in place to support the various PHB needs.	1	2	3	4	5	6	7	NA
3. Leadership effectively articulates the vision of the program to external partners.	1	2	3	4	5	6	7	NA
4. Leadership efficiently manages staff and other resources.	1	2	3	4	5	6	7	NA
5. The PHB has adequate staff to complete the program's goals.	1	2	3	4	5	6	7	NA

Average score for this domain:

For each statement, circle the number that best indicates the extent to which your program has or does the following things.

PHB Evaluation: Assessing your PHB to inform planning and document results.

	To little or no extent							To a very great extent	Not able to answer
1. The PHB has the capacity for quality evaluation of the PHB.	1	2	3	4	5	6	7	NA	
2. The PHB reports short term and intermediate outcomes.	1	2	3	4	5	6	7	NA	
3. Evaluation results inform PHB planning and implementation.	1	2	3	4	5	6	7	NA	
4. PHB evaluation results are used to demonstrate successes to funders and other key stakeholders.	1	2	3	4	5	6	7	NA	
5. The PHB provides strong evidence to the organization that the PHB is a trusted source of public health information.	1	2	3	4	5	6	7	NA	

Average score for this domain:

Program Adaptation: Taking actions that adapt and improve the PHB to ensure effectiveness.

	To little or no extent							To a very great extent	Not able to answer
1. The PHB periodically reviews the evidence base.	1	2	3	4	5	6	7	NA	
2. The PHB adapts strategies as needed.	1	2	3	4	5	6	7	NA	
3. The PHB adapts to new scientific advances.	1	2	3	4	5	6	7	NA	
4. The PHB proactively adapts to changes in the environment.	1	2	3	4	5	6	7	NA	
5. The PHB makes decisions about which components are ineffective and should not continue.	1	2	3	4	5	6	7	NA	

Average score for this domain:

For each statement, circle the number that best indicates the extent to which your program has or does the following things.

Communications: Strategic communication with stakeholders and decision-makers.

	To little or no extent					To a very great extent		Not able to answer
1. The PHB has communication strategies to secure and maintain governmental support	1	2	3	4	5	6	7	NA
2. PHB staff communicate the need for the PHB to the stakeholders.	1	2	3	4	5	6	7	NA
3. The PHB is marketed in a way that generates interest.	1	2	3	4	5	6	7	NA
4. The PHB increases community awareness of public health issues.	1	2	3	4	5	6	7	NA
5. The PHB demonstrates its value to the public.	1	2	3	4	5	6	7	NA

Average score for this domain:

Strategic Planning: Using processes that guide the PHB's direction, goals, and strategies.

	To little or no extent					To a very great extent		Not able to answer
1. The PHB plans for future resource needs.	1	2	3	4	5	6	7	NA
2. The PHB has a long-term financial plan.	1	2	3	4	5	6	7	NA
3. The PHB has a sustainability plan.	1	2	3	4	5	6	7	NA
4. The PHB's goals are understood by all stakeholders.	1	2	3	4	5	6	7	NA
5. The PHB clearly outlines roles and responsibilities for all stakeholders.	1	2	3	4	5	6	7	NA

Average score for this domain:

Rating Instructions

Once you have completed the Public Health Bulletin Sustainability and Institutionalization Assessment, transfer your responses to this rating sheet to calculate your average scores. Please record the score for each item (1-7), or write “NA” if you were not able to answer.

	Environ Support	Funding Stability	Partnerships	Organizational Capacity	Program Evaluation	Program Adaptation	Communications	Strategic Planning
1.								
2.								
3.								
4.								
5.								
Domain Total:								
Average Score:								
Overall Score:								

Scoring Instructions

1. Add up your scores in each column. Exclude the “NA”.
2. Divide the domain total by the number of items with a score. Exclude the “NA”.
3. Average together all the domain scores.
4. Use these results to guide sustainability action planning for your program. The domains with lower average scores indicate areas where your PHB’s capacity for sustainability could be improved.

The *Public Health Bulletin Sustainability Assessment and Institutionalization Assessment Tool* was adapted from the *Program Sustainability Assessment Tool* developed at Washington University, St Louis MO. Visit <http://ctpr.wustl.edu/sustainability/>.