

Clinical Aromatherapy Program Checklist



Key point

There are many logistics to consider in order to build and sustain a successful clinical aromatherapy program. The following checklist includes important items for staff and patients/clients.

Getting started

- ☐ Gather administrative support.
- ☐ Conduct a needs assessment.
- ☐ Pool data from other units if possible.
- ☐ Form a committee.
- ☐ Network with other organizations that have successful programs.
- ☐ Review clinical evidence-based literature.
- ☐ Follow organization steps to approve practice and policy change. Steps may include:
 - ☐ Develop an action plan and timeline.
 - ☐ Decide which staff, units, or departments will be involved.
 - ☐ Investigate budget needs and financial support.
 - ☐ Determine the minimum qualifications required for the leader of the program.
 - ☐ Recruit 2+ champions from each unit or department to keep the momentum going, provide consistent practice, and assist with ongoing education.

Develop policies and procedures

- ☐ Determine the following:
 - ☐ Who will offer essential oils, based on scope of practice
 - ☐ Minimum required staff education
 - ☐ Specific oils to be used
 - ☐ Delivery method
 - ☐ Safety considerations
 - ☐ Storage
- ☐ Select a vendor:
 - ☐ Network with other organizations to learn which companies they use
 - ☐ Choose a company that:
 - ☐ Ensures high quality essential oils
 - ☐ Provides GC-MS or other analysis
 - ☐ Provides safety data sheets (SDS)
 - ☐ Offers excellent customer service
 - ☐ Has experience with supplying essential oils to healthcare organizations
 - ☐ Promotes safe use of essential oils to the public



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Sustaining your program

- ☐ Plan staff education to include:
 - ☐ Clinical evidence related to the selected essential oils
 - ☐ Safety considerations
 - ☐ Application process
 - ☐ Delivery methods
- ☐ Select your training format:
 - ☐ In-person
 - ☐ Online
 - ☐ Blended
- ☐ Identify length of training:
 - ☐ 1 hour
 - ☐ 2 hours
 - ☐ 4 hours
 - ☐ 8 hours
 - ☐ 2 days
- ☐ Create documentation
 - ☐ For staff:
 - ☐ Safe, approved uses of selected oils
 - ☐ Other training references
 - ☐ For patients/clients:
 - ☐ Education sheets
 - ☐ Instruction sheets
 - ☐ List of places where they can purchase high-quality essential oils



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