Quality improvement report submission template

This template is structured around writing up an improvement report. It is based on the SQUIRE guidelines for best practice in writing up quality improvement projects.

Before you start you might find it helpful to read some existing projects published in [BMJ Quality Improvement Reports](http://qir.bmj.com/) to understand how others have documented and structured their work. Please write your own text entry in each blank section, ensuring you follow the guidance given.

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| --- |
| *Title*: Indicate that the article concerns an initiative to improve healthcare. |
| *Text entry* |
| *Abstract*: This is a summary of your work and is the most important section to attract a reader's attention. Please ensure you include a brief background to the problem, the method for your quality improvement project, the overall results and conclusion. Keep it succinct and factual.  A good example of an abstract can be found below. The maximum length of your abstract should be 300 words. Please note that the [BMJ house style](http://www.bmj.com/about-bmj/resources-authors/house-style) does not use headings or bullet points for abstracts. There is a good example of an abstract in this paper entitled; [Improving diagnosis for congenital cataract by introducing NGS genetic testing](http://qir.bmj.com/content/5/1/u211094.w4602.short?g=w_qir_current_tab) |
| *Text entry* |
| *Problem:* In this section you will need to summarise your problem and the focus of your project. You will need to outline your SMART aim for your project (for example; the aim was to reduce medication errors from 15% to 5% across six elderly care wards in three months).  Give some details about your local context including; the type of organisation you work in, the size of your organisation, details about the staff members who work there and perhaps a little bit about your local patient population. It might be useful for others to include how you got started with this project and what drove you to tackle this problem. There is a good example in this paper entitled; [Making the journey safe: recognising and responding to severe sepsis in accident and emergency](http://qir.bmj.com/content/5/1/u210706.w4335.full) |
| *Text entry* |
| *Background:* This section gives the reader background information about the problem and provides up-to-date, research and knowledge from the literature.  Summarise the literature you have found on the background t your problem here. What existing evidence is there that this problem exists? What evidence is there that other people have tried to solve this problem in the past? Is there any evidence for what works and what doesn't to solve your problem? There is a good example in this paper entitled; [A change of culture: reducing blood culture contamination rates in an Emergency Department](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4915310/). |
| *Text entry* |
| *Measurement:* Describe which measures you selected for studying processes and the outcomes of the intervention(s), including rationale for choosing them, their operational definitions, and their validity and reliability. Describe how you planned to collect this data throughout your project and how frequently. Outline how you planned to establish if the observed outcomes were due to your interventions.  You must also include here, the results of your baseline measurement. There is a good example in this project entitled; [Improving communication between phlebotomists and doctors: a quality improvement project](http://qir.bmj.com/content/5/1/u206305.w4089.full). |
| *Text entry* |
| *Design:* Describe the intervention (or series of interventions) that you planned to implement to improve the quality of care you deliver. Describe any reasons or assumptions that were used to develop the intervention(s) and reasons why you expected them to work. Outline how you consulted/engaged with your team members or organisations. Who was in your project team? Did you anticipate/predict any problems at this stage? Describe how you planned to make your intervention sustainable.  This step is critical for others to understand the thinking behind the development of your intervention.  There is an example in this article entitled; [Improving asthma severity and control screening in a primary care pediatric practice](http://qir.bmj.com/content/5/1/u209517.w4133.full). |
| *Text entry* |
| *Strategy:* In this section you should explain your strategy for improvement to the reader and discuss how you implemented your improvement cycles. In most cases you will have tried a number of progressive improvement cycles, some of which will not have been successful. It is important that you also share these to help others avoid similar difficulties.Remember that data should be collected continuously throughout your project.  This is a difficult section to document and will contain a lot of information. For each PDSA cycle you should describe your aim, your change hypothesis and strategy for change. Describe how you implemented the change and the data you collected. Describe your key learning from each cycle of change, and discuss how this learning impacted on your change process. How well did your predictions of what change was needed match your outcomes? What worked more effectively than anticipated and what had less effect than predicted?  There is a good example in this paper entitled; [“The constipation conundrum”: Improving recognition of constipation on a gastroenterology ward](http://qir.bmj.com/content/5/1/u212167.w3007.full) |
| *Text entry* |
| *Results:* Provide a summary of what your results and run-chart/control chart showed. Describe the variation in your data. Were the interventions you made responsible for any improvements? Describe how contextual elements interacted with the intervention(s) and affected your results. Compare your results to your baseline measurement.  Comment on how you assessed whether the data was complete and accurate- was there any missing data? Please comment on whether there were any unintended consequences such as unexpected benefits, problems, failures or costs associated with the intervention(s).  There is an example from this paper entitled; [Low stimulus environments: reducing noise levels in continuing care](http://qir.bmj.com/content/5/1/u207447.w4214.full). [Run-chart available here.](http://qir.bmj.com/content/5/1/u207447.w4214/suppl/DC1) |
| *Text entry* |
| *Lessons and limitations:* In this section, discuss the lessons you learnt from the project and it's limitations. Comment on the strengths of the project. Describe any problems you faced and how you navigated these. If you were to undertake this project again, what would you do differently?  Reflect on your project's limitations. For example, did you realise as the project was implemented that your results would be affected by unforeseen factors such as a small sample size or the turnaround of patients or staff? Comment on the limits of generalisability. Describe whether chance, bias, or confounding have affected your results and whether there was any imprecision in the design or analysis of the project. Are more data points required? Were efforts made to minimise/adjust for any limitations?  Although we accept publications using different improvement approaches, we would expect you to have modified your intervention as it was implemented and undergone a process of continuous improvement, measurement and learning. If your project does not fit with this approach then we would like to see reflections and learning here about how you could have incorporated continuous improvement and measurement approaches in your project. There is an example which can be found in this project entitled; [Improving communication between phlebotomists and doctors: a quality improvement project.](http://qir.bmj.com/content/5/1/u206305.w4089.full) |
| *Text entry* |
| *Conclusion:* You should reflect on your background research, noting what is already known on this topic and what your project adds. You should refer back to your aims statement – did your project achieve its aims? Did you adjust your aims as you went along? Was it a useful project? Were your measures appropriate and did you use balancing measures? Think about what your senior sponsor would like to see as an output of your work and what can help others to make the case for undertaking a similar piece of work – or for doing something differently if your project was not successful. Please describe your cost analysis here, were there any financial savings that your project made? Being able to demonstrate that your intervention delivered savings really helps to add value.  Give an assessment of whether you think your project is sustainable- do you have enough data? What have you done to try to ensure that your work continues? Comment on how you would spread your project and whether it could be replicated elsewhere. Discuss what your next steps will be and whether further study in the field is required.  The point of the conclusion is not to rewrite the whole project, but to give an overview of how the whole project was conducted, what it achieved, and some personal reflections. There is an example from this paper entitled; [Making the journey safe: recognising and responding to severe sepsis in accident and emergency](http://qir.bmj.com/content/5/1/u210706.w4335.full)*.* |
| *Text entry* |
| *References:* In this section you should record any references to published material that you refer to elsewhere in your project. This is particularly likely to include material from background reading or from your conclusions.  The BMJ uses the [Vancouver style for referencing](http://www.bmj.com/about-bmj/resources-authors/house-style). There is an example from this paper entitled; [Implementing mobile devices to reduce non-rostered workload for junior doctors](http://qir.bmj.com/content/5/1/u210740.w4368.full) or click [here](http://www.nlm.nih.gov/bsd/uniform_requirements.html) for a comprehensive guide to referencing. |
| *Text entry* |
| *Acknowledgements:* Please include here the names of anyone who is not on the author list but whose input you wish to acknowledge. |
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