**Quality Improvement/Program Evaluation Project Title:**

**Project Team Leader:**

**Project Team Members:**

**1. INTRODUCTION**

In this section, describe current practice and why it is being evaluated. Include a brief review of the literature and any new evidence that supports your evaluation and potential process change.

**2. PURPOSE OF THE QI/PI PROJECT**

Describe the purpose of this quality improvement/program evaluation and what internal processes you intend to improve.

Avoid using the words *research* or *study*. It becomes confusing to a reviewer if the terms quality improvement/program evaluation/research/study are used interchangeably. Make sure it is evident that you are not doing research.

**3. PROJECT DESIGN**

In this section give a clear narrative of what you hope to accomplish with this project. Be detailed in your process change plans, and remember, the people reviewing this project description my not be familiar with quality imporovement/program evaluation projects.

Consider and describe:

* The data you intend to collect in order to determine if your project is successful (baseline data and post-implementation data).
* Who will collect the data and how you will collect it?
* Where you intend to find the data. For example, are you accessing the patient’s EMR? Are you requesting EPIC data from IT?
* If the data you intend to collect include protected health information, explain how you will maintain confidentiality of the data. For example, explain where the data will be stored. Hard copies of the data must be stored in a locked cabinet. Electronic data must be stored in a secure folder on a password protected SLHS computer. Include a statement about how, as a SLHS employee, you will abide by the tenets of the SLHS privacy and confidentiality policy (please review this policy: SLHS Ethics, Compliance, Privacy, Security Policy ECPS-224).
* Explain how the outcomes of this process change will be used in the future? For example, if the process change improves your outcomes of interest, will the new process be implemented in other areas or across the health system? What actions will you take if the data suggest that your process change did not improve outcomes?

**4. REFERENCES**

List your references in a consistent format.

**5. APPENDICES (Attach as applicable)**

* Data collection tool (s)
* Additional documents to be used for the project