***Title***

Please do not include a cover page.

***Introduction and Significance***

A brief description of your **quality improvement project** idea and why it is important.

***Current Knowledge***

A brief summary of current knowledge available about your topic including (please address all three):

1. **Research Knowledge** - Please include a minimum of three references from peer reviewed publications, best practice guidelines etc.
2. **Clinical Knowledge** - Describe your clinical experience and your observations of others dealing with this issue.
3. **Knowledge of the patient’s experience, preferences, values, and goals of care -** Describe what you currently know about the patient perspective on this issue.

***Strategic Priority Area***

Explanation of how the project idea is linked to at least one of the following strategic priority areas:

* **Partners in Care:** driving change and quality improvement in the area of patient engagement. Refer to the [5 AIMS of Partners in care](http://intranet.uhn.ca/home/patient_centered_care/about/5aims/index.asp) for more information.
* **Patient Safety:** As part of UHN’s Caring Safely Transformation, the following six Healthcare Acquired Conditions (HACs) have been identified for initial focus:
	+ Nosocomial C difficile infections
	+ Central Line Infections
	+ Adverse Drug Events (including pain)
	+ Surgical Site Infections
	+ Pressure Ulcers
	+ Falls (including delirium)
* [**Accreditation Canada’s Required Organizational Practices**](http://accreditation.ca/sites/default/files/rop-handbook-en.pdf) (ROPs)
* **Program-based Strategic Priorities** – talk to your manager and other unit leadership to find out what these are.

***Contribution to Collaborative Academic Practice***

Description of how the project idea promotes each of the following:

1. **Informed by the patient perspective** - How you have determined patient need for your project idea (talking to patients and caregivers, patient satisfaction/experience surveys, incident reports etc.)? Will you be seeking patient and caregiver input into your project? If so how? Will patients and caregivers be involved in your project? If so how?
2. **Enhances employee health, wellness, and/or engagement**
3. **Fosters interprofessional collaboration -** how you will engage other professions in your project work? how you will leverage the unique talents of your interprofessional team members?

***Joint Proposals Only – Co-Leadership***

 A description of the collaborative approach the co-applicants will undertake to co-lead the project and a clear articulation of the unique contribution of each profession/individual to the project.

***Opportunity Statement***

A description of the **current gap in practice** or **opportunity for improvement** that led you to develop your project proposal; describe the **nature** and **severity** of the issue and why it is happening.

A strong opportunity statement will address the each of following questions from the **5W2H** method:

* **What** is the problem, issue or opportunity?
* **Why** is it happening?
* **Where** is it happening (describe your clinical area)?
* **Who** is impacted? (what proportion of staff/patients in your area are affected? Describe the patient population and the composition of your team)
* **When** was the issue first observed?
* **How** does it affect patients/families/caregivers/staff?
* **How** often does it occur?
* Please also identify **potential sources of data** to support your opportunity statement (Are there data in patient charts? Are there data available through [decision support](http://intranet.uhn.ca/departments/decision_support/) ? Talk to your mentor/manager about other potential data sources).

***Aim Statement***

What are you trying to accomplish with your project? Ensure your aim statement is SMART (specific, measurable, achievable, relevant and time-specific).

**Example Aim Statement**: To reduce the incidence of patient falls on the General Internal Medicine unit by 20% by March 31st 2017.

***Change Concepts / Proposed Intervention(s)***

How will you achieve your aim statement? Describe your ideas for addressing the current gap in practice or opportunity for improvement described above. Try to come up with more than one potential approach to addressing the issue.

***Evaluation Plan***

1. **Measures:** Outline the measures that will be used to establish whether you have achieved your aim statement. Please identify at least one of each of the following types of measures related to your project aim statement:
* **Outcome measure(s):** A measure that answers the question “**have we achieved what we set out to achieve?**” When identifying your outcome measure(s), ask yourself, “what is the problem I am trying to fix?” **Example:** if you are trying to prevent falls, incidence of falls would be your outcome measure.
* **Process Measure(s):** A measure that answers the question “are we doing what we said we would do, the way we said we would do it?” When identifying your process measure(s), ask yourself “what NEW behaviors am I trying to promote to fix the problem?” **Example:** if part of your falls prevention strategy is to increase completion of a falls risk assessment, the proportion of the time it is completed would be a process measure.
1. **Data Source(s):** Please include your ideas as to how you might collect each of the measures (ex: chart audits, existing data reports, observation, surveys etc.). Talk to your manager/mentor or visit the UHN [decision support](http://intranet.uhn.ca/departments/decision_support/) intranet site to find out what types of data are already being collected.

**Example Evaluation plan:**

|  |
| --- |
| Aim Statement: To reduce the incidence of patient falls on the General Internal Medicine unit by 20% by March 31st 2017. |
|  | **Data Source(s):** |
| Outcome Measure(s) | * Falls incidence
 | * Incident reports
 |
| Process measure(s) | * Proportion of patients with a completed falls risk assessment within 24 hours of admission
* Proportion of times that appropriate fall prevention strategies are implemented within 24 hours of admission as per the UHN “Prevention of Falls & Fall-related Injury policy”
 | * Chart audit
* Weekly unit observation rounds
 |

\*Note – the evaluation section is the section of the proposal that applicants tend to have the most difficulty with. If you are having trouble with this section please email CAPFellowship@uhn.ca and we can assist you.

***Project Activities and Timeline***

Describe the project activities to be completed during the Fellowship and show how they will be spread out across the Fellowship Program time period. This will help you to ensure your project is feasible to complete within the six-month Fellowship period. You may want to use a table similar to the one below to map out your activities (note-this must fit within the 8 page limit):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Activities | Weeks 1-4 | Weeks 5-8 | Weeks 9-12 | Weeks 13-16 | Weeks 17-20 | Weeks 21-24 | Weeks 25-27 |
| Needs Assessment / Current State Assessment |  |  |  |  |  |  |  |
| Literature Review |  |  |  |  |  |  |  |
| Plan Changes and Develop Evaluation Plan |  |  |  |  |  |  |  |
| Implement and evaluate changes  |  |  |  |  |  |  |  |
| Implement sustainability plan |  |  |  |  |  |  |  |
| Share results  |  |  |  |  |  |  |  |

***Sustainability***

A description of possibilities for how your project and/or related changes will be sustained following the completion of the Fellowship (i.e. who will carry on this work when you no longer have protected time? How will your work be incorporated/embedded into current processes in your practice area? How will you make sure new staff know about it? etc.).

***Working with a Mentor***

Explanation as to why you selected your mentor and what makes them well suited to support you in your quality improvement project work. What do you hope to gain from the mentoring relationship?

***References***

Include your references on a new page. For information on referencing sources in APA format please visit: <https://owl.english.purdue.edu/owl/resource/560/08/>