QI Project Template

**Title of Project:**

**Residents Involved:**

**Faculty:**

**Erlanger Administrators involved:**

**Background Information:**

* Describe the state of the current problem
* Review any prior studies researched pertinent to problem
* Discuss analysis performed on current problem (RCA, fishbone diagram, etc) to identify actionable points

**Project Aims:**

* Create your SMART aim statement
  + Specifying a goal that is specific, measurable, applicable, realistic and timely.
* Denote any secondary aims that will be evaluated

**Methods:**

Study Design:

* + Discuss the intervention planned
  + Describe type of study (retrospective review v PDSA cycle QI project)

Study Subjects:

* + Specify the population to be examined
  + Include inclusion, exclusion criteria

Sample Size:

**Data Privacy, storage and Confidentiality plan of PHI**

* Detail data variables that will be obtained and noted specific time frame of collection
* Specify how data will be obtained, recorded, stored.
* Describe how PHI will be maintained confidential and secure

**Evaluation Plan**

* Describe plan for data analysis, monitoring and determining if Aim achieved.
* Discuss plan for any future PDSA cycle analysis and interventions

**Timeline:**

* Estimated data collection points
* Estimated time to complete entire project

**Strengths/Innovations:**

**Limitations/anticipated issues:**

**Risks and benefits to Human Subjects:**

**Budget:**

**References:**

**Appendices**

* Include any data collection spreadsheets, patient handouts, surveys to be used or other pertinent documents