JWOCN Manuscript Preparation Checklist: Quality Improvement Reports

**Title/ Title Page:**
Description of project: A Quality Improvement Project

- Author Names and Credentials
- Author’s Institutions
- Corresponding author: provide physical address, email address

**Structured Abstract** (around 250 words)
*Purpose:* state main purpose of undertaking project in a single sentence

*Participants and Setting:* describe participants and setting in 1-2 sentences

*Approach:* describe the execution of your project in 3-5 sentences

*Outcomes:* describe main outcomes of your project in 3-5 sentences

*Implications for practice:* describe how your project impacted practice in your facility or setting, and identify next steps for this project

**Introduction** (no longer than 3 pages; 6 – 10 paragraphs)

- **Relevance to practice:** describe the problem you identified, its relevance to patient care or other aspects of care delivery systems in your facility, community, or health system
- **Evidence review of literature:** provide a concise synthesis of evidence that supports the relevance to practice
- **Background and rationale of your QI project:** describe the state of affairs before implementing the project; tell your readers why the project was undertaken, and what you hoped to accomplish when the project was completed
- **Clinical question or aim:** describe the purpose of your project as a one or more project question(s) or aim(s); use a PICO format (Population, Intervention, Comparison or Baseline, and Outcomes)

**Approach:** (no longer than 5 pages)

- **Project design structure:** briefly explain the overall project’s key features, structure, criteria for success and major deliverables; refer to the SQUIRE 2.0 Guidelines for additional information if needed http://www.squire-statement.org/index.cfm?fuseaction=Page.ViewPage&PageID=471
- **Sample/participants and project setting:** tell your readers who the project targeted (participants may be patients, nurses, family members, other staff) and where the project took place (city, state-province-region and country).
- **Ethical acknowledgment:** most authors of QI project are reviewed by a committee or other administrative oversight group; very briefly describe who reviewed and granted permission for the project to proceed. If possible, provide an approval number.
• **Implementation model/QI model/change model**: briefly describe the framework used to guide the project’s activities and processes. Examples include, Focus, Analyze, Develop, Execute (FADE), Plan-Do-Study-Act (PDSA), Care Model, Lean Model, Six Sigma.

• **Intervention**: describe the improvement strategies (what was done), how you trained participants to implement the intervention, by whom and when the intervention was implemented

• **Implementation time**: describe the time period for introducing the project, for training, and the length of data collection; tell readers if you have collected any follow-up data since the original project was implemented

• **Outcome measurements**: briefly describe quantitative (checklists, questionnaires, surveys) and qualitative (interviews, open-ended questions) used to collect data

**Outcomes Analysis** (usually 1-3 paragraphs)

• Tell your readers how you analyzed both quantitative data (frequencies, percentages, scores on instruments) and qualitative data (interviews, focus groups, written responses to open-ended questions)

• If possible: consult the statistician who aided with data analysis when writing this section

**Outcomes** (usually 1-3 manuscript pages)

• Describe outcomes (findings) of your project and compare them to outcome data collected before your project was implemented whenever possible; your description of project outcomes must follow stated project aims or queries and the outcomes analysis plan described in your previous section

• If possible: provide any follow-up data supporting the long-term effectiveness of your project

**Discussion** (usually 2-4 manuscript pages)

• Describe how your project outcomes compare to similar QI projects or original research studies reported in the literature

• **Strengths/ Limitations**: describe strengths and limitations of you project; include limitations of outcome measurements (how you collected data)

• **Clinical implications**: tell your readers how your project impacted practice in your facility, and identify next steps in your project

• **Describe lessons learned** as you planned designed and implemented your project so that readers may learn from your experience should they undertake a similar QI project in their facility

**Conclusions** (1 paragraph)

• Summarize the 2 to 3 most important points readers should remember having read you quality improvement project description