

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 sentence

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 pagraph)

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