SUSQI PROJECT REPORT GUIDANCE

Please use the guidance below alongside our SusQI Project Report Template, which can be downloaded here.

The template and guidance have been adapted from the SQUIRE 2.0 reporting guidelines.

SHARE YOUR SUSQI REPORT:

Once you have completed your report, please share with colleagues on our Networks Resource Library, by following the instructions here.

Sharing your hard work and encouraging good practice will play an important role in supporting others to replicate your project or apply your methods and learning to similar projects. In addition to posting your project on our networks, you may like to consider sharing your work through social media, conferences and by applying for publication to relevant journals. You can download a SusQI academic poster template here.

Please keep the information in your project report simple. Avoid jargon, spell out any abbreviations and in general, keep to one initiative per report. Tell the reader everything they need to know or signpost them directly to further resources. While it may be inappropriate or unnecessary to include every element, if not included then the reasoning for this should be explained within the appropriate section.

You may wish to share photos and quotes from staff and patients.

If your project has been produced in conjunction with CSH (e.g., through a Green Ward Competition) please share it with relevant CSH contact for checking and co-authorship. Please also acknowledge your organisation or the organisation where the project was undertaken.

This template forms part of the SusQI Toolkit available at susqi.org developed by the Centre for Sustainable Healthcare (CSH). CSH is registered as a company limited by guarantee in England & Wales No. 7450026 and as a charity No 1143189. Registered address 8 King Edward Street, Oxford OX1 4HL.

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Team Members:

- Include the names and roles of those individuals who have contributed to the project.
- If possible, please provide contact details for at least two key team members. Their experience and expertise may make all the difference in helping another service to implement a similar initiative.

Background:

- Detail the reasons / strategic choice for choosing this project.
    - What is the problem?
    - Why is it important?
- Refer to literature/research/other sources that support your rationale or that have undertaken similar projects.
- Describe the context in which the change is taking place:
    - The nature of the place/population
    - Who was involved and why your team/organisation is suited to tackling the challenge
- Your background should be succinct but sufficiently complete that it allows an outside reader to understand why the project is being done

Specific Aims:

- What were you aiming to achieve?
- This should be 1-2 sentences only and as specific as possible

Methods:

- Give details of the solution/s you found in sufficient detail that others may reproduce them. This will include;
    - Changes you made and how you tested and implemented them (including the timeframe required).
    - Changes tested that didn't work, and what you learnt in the process.
    - Whom you identified would be important to involve, and how you engaged them to achieve your change.
    - What resources were required.
        - If financial investment was required, give details of how this was obtained.

Measurement:

- It is important to comment on how progress across all aspects of sustainable value, as described in the SusQI framework, was measured.
- How did you collect the baseline and outcome data to show;

Environmental impact:

- The carbon footprint (expressed in Carbon Dioxide Equivalents, or CO_2 e) is a common measurement used to show environmental impact. The data required to calculate a carbon footprint will depend on your project. Please download the [Measuring Environmental Impact](#) document from the SusQI webpage for more information on carbon foot printing as well as commonly used emissions factors
    - Be explicit about what was and wasn't included in your data collection in terms of activity data e.g., miles travelled, energy use.
    - Please list and reference the source of any emissions factors used.
- It can be helpful to share your activity data to show the environmental impact in more direct ways alongside your CO_2e savings, e.g.,
    - reduction in patient travel expressed in miles travelled.
    - saving in weight of waste, number of used medical items reduced, or the amount of activity reduced (e.g., appointments).
- Water wastage, medication toxicity, and other harmful environmental impacts may be relevant to your project and should be addressed if so.

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Financial impact:

- Please document where your financial data was obtained from. Often financial information can be sourced via your organisation's procurement and estates teams. If this is not possible, then you may have to extrapolate from national data, e.g., the [British National Formulary for pharmaceuticals](#), or [PSSRU Unit Costs of Health and Social Care](#) for units of healthcare activity / staff time.
- Were there any investment costs? These can be further categorised as implementation costs (occurring only once) or ongoing maintenance costs (which will accrue year on year).

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Patient Outcomes:

- Has the project changed the standard of the care that patients receive in any way? e.g., does it make their care more patient-centred, timely or efficient?
- Have appropriate standards of care continued to be met? e.g., as per national guidelines for a condition. Does your initiate make care more effective or safe?
- You may have actual data on patient outcomes, which will vary depending on your speciality and specific project aims. If you don't have actual data, what potential outcomes may you expect?
    - Possible considerations for data collection include; direct measures such as incident reporting, and indirect measures such as delay to treatment/time from referral to treatment.

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Population Health Outcomes:

- Consider if there is data or evidence available to enable you to comment on the impact of your project on population health or health inequalities. e.g., through disease prevention, early detection or improved access to care for vulnerable groups.
- You might not have all the required information in your data set or capacity to collect real data for your population over time, but there may be existing evidence that will enable you to discuss likely implications of your project for population outcomes.

Social impact:

- Health services can influence the social circumstances of patients, carers, dependants, staff, local and distant communities (e.g., people working in the supply chain). Consider the positive and negative impacts that may arise because of your project and change.
    - e.g., time lost from education or work, impact on income or employment, relationships, participation in society, health and wellbeing
- Consider qualitative data, e.g., patient surveys or quotes from those involved/impacted by the project
- Consider quantitative data, e.g., rate of staff sickness, length of hospital admission
- Many green initiatives offer wider health benefits. e.g., initiatives to promote active travel help to tackle obesity whilst also reducing traffic (and therefore accidents and pollution-related illnesses).

Results:

- Comment on all aspects of sustainable value, as described in the SusQI framework.
    - Most initiatives will have a primary benefit – the solution to the problem that has been identified – and this should usually be described first.
    - You may want to include graphs to illustrate your results.
    - Any negative impacts should be acknowledged along with any strategies to avoid or minimise them
- Project your environmental (CO2e) and financial (£) savings across the year if possible. If you are unsure how accurately your data can be projected, you may wish to project a percentage of your actual saving across a year.
- Be clear about where these savings are attributed to (e.g., one theatre, across an organisation, etc)
- If you have made any assumptions to calculate your results, please state them here

Environmental sustainability:

- Please detail the changes in CO2e, and what the changes are attributed to, e.g., procurement of medical equipment, waste disposal.

- Please state any assumptions that you have made in your calculations.

- Show the environmental impact in more direct ways alongside your CO_2e savings as relevant to your project.

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Economic sustainability:

- Have any financial costs or savings been identified?
- If savings identified, what type of savings have been made?
    - see page 4: https://www.hfma.org.uk/docs/default-source/publications/nhs-efficiency-map-updated-january-2017.pdf?sfvrsn=0
- Please specify what cost savings are attributed to, e.g., reduced procurement of medical equipment, waste disposal reduction
- If there were investment costs, please detail the timeframe for which there will be a return on investment. This is calculated by dividing the savings by the costs and multiplying by one hundred. It is helpful to identify the 'break-even point' – the point in time at which any implementation costs are recouped, and after which savings are made.

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Patient outcomes:

- Has the project improved health outcomes for patients under the care of the service?

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Population outcomes:

- Has the project improved health outcomes at a population level?

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Social sustainability:

- Comment on any qualitative or quantitative data collected.
- Comment on any impacts on the social circumstances of groups affected and potential wider health benefits.

Discussion:

- Summary, interpretation, limitations
- Barriers / challenges encountered
    - e.g., health and safety considerations, staff training need, people's attitudes to project, logistical considerations such as space required, policy barriers.
    - It is especially useful to note any unexpected barriers and how you overcame them.
- Risks should be acknowledged. Consider both the probability of the risk actually occurring, and the magnitude of any impact should the risk indeed occur.

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- In which other contexts could this project be relevant? How it could be spread to other settings? Please suggest next steps to do so.

Conclusions:

- Comment on the usefulness of the work.
- What were the key elements that contributed to successes/learning in this project?
- What was the key learning when things didn't go as well
- What steps have been taken to ensure lasting change for beneficial aspects of the project and/or to spread learning? Does the organisation want to build on/expand/revise the initiative? If so, how and what does this depend on? What is it doing to ensure the initiative has a lasting effect? Is it doing anything to spread the initiative outside the organisation?
- You may also comment on any data you plan to collect on wider engagement and cultural change.

Resources and references

- Include references for any research and resources used in your project report
  - If you have used SusQI resources, please reference them here.
- Not mandatory but please do consider adding Appendices of tools and resources you have used that may be helpful to others interested in replicating your project, such as a completed process map.