SUSQI PROJECT REPORT TEMPLATE

This project report template should be used to report projects which have followed the Sustainable Quality Improvement ‘SusQI’ process. If your sustainable healthcare project does not apply SusQI methodology, please use our Case Study template instead (LINK)

This template is adapted from [SQUIRE 2.0](http://www.squire-statement.org/index.cfm?fuseaction=Page.ViewPage&pageId=471) reporting guidelines.

|  |  |
| --- | --- |
| Project Title:  | Start/End date of Project: Date of Report: |
| Team Members:  |
|  |
| Background: |
|  |
| Specific Aims: |
|  |
| Methods: |
|   |
| Measurement: |
| *Patient outcomes:* |
| *Population outcomes:* |
| *Environmental sustainability:*  |
| *Economic sustainability:* |
| *Social sustainability:* |
| Results: |
| *Patient outcomes:* |
| *Population outcomes:* |
| *Environmental sustainability:*  |
| *Economic sustainability:* |
| *Social sustainability:* |
| Discussion: |
|  |
| Conclusions: |
|  |
| References and Resources |
| Appendices |

|  |
| --- |
| **Critical success factors** Please select one or two of the below factors that you believe were most essential to ensure the success of your project changes.  |
| **People** | **Process** | **Resources** | **Context** |
| [ ]  Patient involvement and/or appropriate information for patients - to raise awareness and understanding of intervention[ ]  Staff engagement [ ]  MDT / Cross-department  communication [ ]  Skills and capability of staff[ ]  Team/service agreement that there is a problem and changes are suitable to trial (Knowledge and understanding of the issue)[ ]  Support from senior organisational or system leaders | [ ]  clear guidance / evidence / policy to support the intervention. [ ]  Incentivisation of the strategy – e.g., QOF in general practice[ ]  systematic and coordinated approach[ ]  clear, measurable targets [ ]  long-term strategy for sustaining and embedding change developed in planning phase[ ]  integrating the intervention into the natural workflow, team functions, technology systems, and incentive structures of the team/service/organisation | [ ]  Dedicated time[ ]  QI training / information resources and organisation process / support[ ]  Infrastructure capable of providing teams with information, data and equipment needed[ ]  Research / evidence of change successfully implemented elsewhere[ ]  Financial investment | [ ]  aims aligned with wider service, organisational or system goals.[ ]  Links to patient benefits / clinical outcomes[ ]  Links to staff benefits[ ]  ‘Permission’ given through the organisational context, capacity and positive change culture. |

***Template References***

* [SQUIRE | SQUIRE 2.0 Guidelines (squire-statement.org)](http://www.squire-statement.org/index.cfm?fuseaction=Page.ViewPage&pageId=471)
* [Home | Sustainable Quality Improvement (susqi.org)](https://www.susqi.org/)