SusQI project report template

This project report template should be used to report projects which have followed the SusQI process. If your sustainable healthcare project does not follow SusQI or QI methodology, please use our Sustainable Practice project template instead (see our Resources page on susqi.org)

NOTES FOR AUTHORS WHEN COMPLETING SUSQI TEMPLATE REPORT

The guidelines provide a template for how to report a SusQI Project. It may be inappropriate or unnecessary to include every element in a particular manuscript- if an element has not be included then the reasoning for this should be explained within that section. Additionally, the template may be adapted but please acknowledge CSH if using this template for a SusQI report.

Project Title:	Date of Report:
Team Members:	

Background - Reasons for choosing this project. What is the problem? Why is it important? Who does the problem affect? Why are you/ your team well placed to address it?

You may refer to literature/other sources here.

Specific Aims - What were you aiming to achieve? Here you should outline your SMART aim.

Methods - Details of implementing change. Describe what you did in sufficient detail that others may reproduce it. This might include who was involved, whom you engaged to achieve your change (and whom you identified would be important to involve), what resources were required.

You may wish to share your process maps, driver diagrams or other tools you have used.

Measurements- How did you measure progress? How did you collect the data? What data did you collect to show; 1) environmental impact, 2) financial impact, 3) social impact. You might also comment on how to collect data on engagement in the project or wider cultural change-this might be anecdotal, qualitative or exploratory.

Please comment on **what** data was measured as well as **how** (quantitative, qualitative, mixed)

Results - Here it is important to comment on all aspects of sustainable value, as described in the SusQI framework. You may want to include graphs to illustrate your results.

Clinical outcomes – has the project improved health outcomes for patients under the care of the service and/or the wider population?

Environmental sustainability – how much carbon or other environmental resources have been potentially saved?

Social sustainability – can you demonstrate a benefit to staff, patients, or the wider community?

Economic sustainability – will there be any investment costs? Have any potential financial savings been identified?

Barriers encountered- How did you deal with these? What was the outcome? Comment on any limitations of this work

Conclusions - Comment on how embedding sustainability had an impact on your work. Did it add value, and how did it affect the overall process or outcomes?

Comment on the usefulness of this work, what were the key elements that contributed to success or learning?

What steps have been taken to ensure lasting change; how it could be spread to other contexts and suggest next steps to do so.