

Guidance for Completion of Quality Improvement (QI) Project Application

All QI project applications MUST be discussed with your Directorate Lead and signed by your Trust Quality Improvement Lead to ensure that recommendations arising from the QI project are taken forward.

RQIA staff will be available to discuss your application and can be contacted by telephone (028) 95361959 or by email at QI@rqia.org.uk.

Quality Improvement project proposals should meet the following criteria:

1. Either:

- A project identified to promote recovery and improvement within a ward/service/discipline or directorate after the Covid-19 pandemic

or

- An identified priority e.g. Serious Adverse Incidents (SAI), NI HSC priorities or specified by Department of Health (DoH) / Chief Medical Officer (CMO)

2. Have a multi-skilled QI team

3. Demonstrate evidence of an appropriate support network e.g. buy-in from Trust Executive Management Team (EMT) and/or relevant professional forums

4. When undertaking a regional QI project, all Trusts must be represented on the QI team and the associated advisory/steering group

Please note:

- Only relevant information should be collected in relation to your QI project proposal
- You should be mindful of the Data Protection Act and HSC Trust protocols when assessing, recording and storing patient information
<https://www.gov.uk/data-protection/the-data-protection-act>.
Please read advice on the cover page of the application form and link with Quality Improvement/Clinical Audit/Governance Department within your Trust/Organisation as appropriate.

Note 1 – Title

A short name for the QI project that can easily fit onto reports, presentations etc. For example - 'Addressing handover culture'

Note 2a - QI Project Team

Your Project Team must include:

- Representatives of all staff groups who deliver the aspect of care identified within the QI project application
- If undertaking a regional QI project, representatives must be sought from all Trusts/Organisation

Note 2b - Advisory/Steering Team

If this is a regional QI project, representation should be sought from all Trusts/Organisation. Please provide their role(s) within the project, e.g. advisory, development of action plan, dissemination and implementation of finding/recommendations.

Note 3 - Rationale

Please describe the current situation and include responses to the following questions:

- What is prompting you to look at this topic? e.g. SAI, NI HSC priority
- Why do you think this is a priority area for action?
- What benefits will be brought by successfully completing this QI project?

Note 4a - Aim

The aim is a broad statement or question describing your overall goal. For example: 'to improve management of cellulitis' or 'are we meeting the standards for diabetes?'

Note 5 - Methodology

Take time to consider:

- What method are you going to use?
- Why have you chosen this method?
- Does the QI team have the skills to complete the project?
- Who will collect, input and analyse data?
- Will data collection be electronically and/or paper format?
- Do you have a requirement for statistical expertise/input?

Note 6 – Improvements

Please describe what initial changes do you intend to demonstrate.

Note 7 - Measures

Identify what measures will be used to determine if any changes have led to improvement.

Note 8 - Work already undertaken

Please provide details of any work you have already undertaken in relation to preparing for the QI project

Note 9 - Provide any further information which you would like to be considered and how it relates to three key themes – Is care Safe, Effective, and Patient client focused

For example, the information could show links with other QI or audit programmes, educational initiatives, economic considerations, benefits of implementation, government strategies etc.

Note 10 - Data collection methodology

Please identify methods you will be using to collect data.

Note 11 - When do you plan to start the project?

Please note successful funded projects will be expected to commence in October 2021.

Note 12 - How long do you estimate this project will take to complete

It is anticipated that all funded projects will have a lifespan of no more than 18 months (including final report, recommendations, action plan and implementation plan)?

Note 13 - Personal and Public Involvement (PPI)

Service User input is encouraged, where applicable, and funding can be factored into your application to cover appropriate travel expenses for patients/carers who are involved in your QI project.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

It is preferable that Service User and carer representative(s) should be invited to be part of the Advisory Group and/Steering Group.

Note 14 - Please provide details for your project's quality assurance process at each stage?

All reviewers must be experts in the given area and be aware of the restrictions to success of the project.

Note 15 - How will your findings be used?

Please give examples.

Note 16 – Implementation process

Support from HSC Trust Senior Management Teams / Directorate Leads will be assessed at interview.

All quality improvement applications must be supported by HSC Trust Quality Improvement Leads from all five HSC Trusts

Note 17 – Resources required to develop the project

RQIA do not fund salaries or items such as laptops, software, recording machines, office furniture, stationery or University overheads.

Expenditure Category (Please add categories below as appropriate)	Amount required per category	Guideline for Financial Costs Additional Information/Comments
Service user input/focus groups	£	As per Trust/organisation policy

Service User Travel Costs	£	As per Trust/organisation policy
Travel Costs	£	As per Trust/organisation policy
Personal & Public Involvement (PPI)	£	Travel costs as per Project Host Trust/ Policy or RQIA Policy
Total	£	

Note 18 - Monitoring

On a monthly basis you will be required to provide an update:

- Evidence of how the project is progressing
- Update on timescales

On a quarterly basis you will be required to provide an update on:

- Evidence of how the project is progressing
- Update on timescales
- Information on how you have apportioned costs for this quarter

Contact information for Health and Social Care Trust Quality Improvement Leads

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