

## Guidance for Completion of Quality Improvement (QI) Prototype Application

All QI prototype applications **MUST** be discussed with your Directorate Lead and Quality Improvement Lead/Clinical Audit/Governance Department to ensure that recommendations arising from the QI prototype are taken forward.

RQIA audit staff will be available to discuss your application and can be contacted by telephone (028) 95361959 or by email at [audit@rqia.org.uk](mailto:audit@rqia.org.uk). Please note that any support given by the RQIA audit team in the application process does not infer that an audit will be successful.

Quality Improvement prototype proposals should meet the following criteria

- An area identified for improvement within a ward/service/discipline or directorate
- An identified priority e.g. Serious Adverse Incidents (SAI), NI HSC priorities or specified by Department of Health (DoH)/Chief Medical Officer (CMO),
- Evidence based standards underpinning the audit must be identified e.g. NICE, Royal colleges, Key Performance Indicators (KPI), Service frameworks
- Have a multi-skilled audit team
- Demonstrate evidence of an appropriate support network e.g. buy-in from Trust Executive Management Team (EMT) and/or relevant professional forums.
- If your proposal is a regional QI prototype, **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 prototype 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 prototype that can easily fit onto reports, presentations, etc, e.g. '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 prototype application
- If undertaking a regional QI prototype, representatives must be sought from **all** Trusts/Organisation

### **Note 2b - Advisory/Steering Team**

If this is a regional QI prototype representation should be sought from all Trusts/Organisation. Please provide their role(s) within the prototype, 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 prototype?

### **Note 4a - Aim**

The aim is a broad statement or question describing your overall goal, e.g.: '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 prototype?
- 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 prototype

### **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 prototype?**

Please note successful funded prototypes will be expected to commence in April 2020

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

It is anticipated that all funded prototypes will have a lifespan of no more than 12 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 prototype. [http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](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 prototype'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 prototype):

**Note 15 - How will your findings be used?**

Please give examples

**Note 16 – Implementation process**

Do you have the support from all HSC Trust Executive Management Teams (EMT) to enable the recommendations to be taken forward, (please supply details)?

**Note 17 – Resources required to develop the prototype**

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

<b>Expenditure Category</b> (Please add categories below as appropriate)	<b>£</b>	<b>Guideline for Financial Costs Additional Information/Comments</b>
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
<b>Total</b>	<b>£</b>	

### **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 audit is progressing
- Update on timescales
- Information on how you have apportioned costs for this quarter
- Information on mileage (number of miles x mileage rate) and the purpose of those journeys
- A comprehensive breakdown of all costs, for example: (see Note 10)
  - hours worked x per hourly rate
  - number of charts collected x cost per chart

### **Contact information for Health and Social Care Trust Quality Improvement Leads**

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