

Entry Form Guidance

Check our **decision tree** to help you choose the most appropriate category

Quality Improvement		Patient Safety Audit	
Project Introduction and Aims (Scale of the problem and importance; improvement aim and engagement)		Project Introduction and Aims (Scale of the problem and importance; audit standard and stakeholders)	
Q 1 (0-5 marks)	Describe the problem – max 60 words What was the scale of the problem? What was the problem or system dysfunction? How was it affecting patient care?	Q 1 (0-5 marks)	Describe the problem – max 60 words What was the scale of the problem? What was the problem or system dysfunction? How was it affecting patient care?
Q2 (0-5 marks)	Explain your aims – max 60 words What were you trying to achieve? How much and by when? (Include data in your description) Describe your aim using SMART goal format? Who did you involve in your work?	Q 2 (0-5 marks)	Describe the standards – max 60 words What is the Audit standard/s you want to work on?
Project Methodology (Baseline Measure and Use of PDSA Cycles)		Project Methodology (Audit performance and Audit interventions)	
Q 3 (0-5 marks)	Describe your baseline measure- max 60 words How will you know change will be an improvement? What measure did you choose to determine whether or not you achieved your aim? What was the natural variation before you made changes?	Q 3 (0-5 marks)	What is the gap between the standard and the current performance?- max 60 words What are the risks to the patient care?
Q 4 (0-5 marks)	Describe your use of PDSA cycles – max 60 words What change ideas did you test over what period of time? Who else did you involve in testing your changes? How many PDSAs did you do? Summarise your learning from each one	Q 4 (0-5 marks)	What did you do to try and close the gap between the standard and the performance? – max 60 words
Project results and lessons learnt (Inc conclusions)		Project results and lessons learnt (Inc re-audit results)	
Q 5 (0-5 marks)	What can you conclude from your data? – max 60 words What did your data on your run chart/SPC chart tell you about whether or not you achieved your aim? Which ideas (if any) helped you achieve your aim and were these sustained? What barriers did you encounter with the process of change?	Q 5 (0-5 marks)	What were your re-audit results? – max 60 words Did you close the gap and meet the audit standard? What have you done to ensure the gap does not reappear?
Q 6 (0-5 marks)	What lessons have you learnt? – max 60 words How did this project improve patient care? What lessons have you learnt from this work? What would you do differently next time? Have you implemented any of your change ideas? Has the change been sustained?	Q 6 (0-5 marks)	What lessons have you learnt? – max 60 words How did this audit improve patient care? What lessons have you learnt from this work? What would you do differently next time?

Each question is worth up to 5 marks and the total score will be out of 30