QI SHORT REPORT A short format for quality improvement in an abbreviated SQUIRE 2.0 format

Summary (80 words)
The Future Healthcare Journal’s new ‘QI short report’ format is a way for you to share your quality improvement work concisely with a wide audience. Here two of our associate editors offer some tips and guidance on how to structure your report for this format while making sure you communicate all the key points readers will need to share your learning and use it in their own clinical practice or research.

Keywords: quality improvement, QI short format, concise, SQUIRE 2.0

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Introduction (200 words)
(Before you begin, remember that the peer review process will often involve multiple reviewers and patient representatives. When planning your project or write-up, why not ask a non-clinical member of the public or patient to get involved? It will help you to focus on what matters to patients.)

Start by describing in 60 words why you started this: was it personal experience, an adverse incident report, comments/complaints by patients/staff or results from a local or national audit?

Next, in 60 words, outline available knowledge and rationale. Give some background on what research has shown already about this topic and the characteristics of successful interventions. You could mention relevant healthcare policy, local strategy or other contextualities with your intervention? What were the set of outcome, safety, efficiency, effectiveness, timeliness, equitability or patient-centredness with your intervention? What were the set of outcome measures? How was your intervention measured?

In 100 words explain who did what and where, when and why they did it. How did you investigate what was happening, and decide what interventions or changes to try? What did you try to change the pathway, the documentation, the equipment, the workflow? Did you need to adopt the intervention(s) you tested them? Sometimes a graphic or photo makes it easier to explain what your intervention looked like. If the intervention is well described someone should be able to pick up this report and start doing something fairly similar – sometimes describing your intervention to someone who was not involved and asking that person to explain it to someone else gives you a good feeling whether your description can be understood by others. How did you measure the effects of the changes you were making?

Describe the measures you used in 100 words. Did you aim to affect safety, efficiency, effectiveness, timeliness, equitability or patient-centredness with your intervention? What were the set of outcome, process and balancing measures you used? How did you capture your learning of what worked and what didn’t work? This is the longest section in the report with 300 words, plus charts. It needs to describe your learning of what worked and what didn’t work when running the QI project, as well as the measurement results. Did you manage to measure what you tried to measure? How many patients did not want to participate in the intervention? Are any measurements missing? Describe your population: how many female and male patients, how old were they, how sick were they, what other conditions did they suffer with that might have affected the result?

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