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| **Project Name:** |
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| **Project Lead:** |
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| 1. **What?** |
| A measurement plan is a document that describes relevant details of the measures to be collected and reported as part of a Quality Improvement (QI) project. It prompts project teams to discuss and agree exactly how data will be collected and reported throughout the project and after the project has been completed. |
| 1. **Why?** |
| It is helpful for project teams to consider all the implications of collecting data for new measures from the outset. This is to make sure that:   * the measure is always tied in to the aim and purpose of the project, and * that everyone is aware of the impact of measuring on staff time among competing demands. |
| 1. **How?** |
| Take some time to fill out the questions below. |
| **Measure title** |
| What name will be used by everyone to identify this measure? |
| **Measure type** |
| Is this an outcome, process or balancing measure? |
| **Rational for inclusion** |
| Why is this measure needed? |
| **Operational definition** |
| What operational definition will everyone use to ensure the same thing is measured and understood throughout the project? |
| **Format** |
| What format is the data in? (for example number, percentage, rate per 1,000 bed days) |
| **Stratification** |
| Are there known divisions in the data and how it is reported? (for example day vs night shift, by diagnostic group, new vs imported cases etc.) |
| **Data source** |
| What is the original source of the data (for example safety cross, specific ICT system, manual entry on log book etc.) |
| **Data collection** |
| How is the data collected and reported? (includes sampling method, frequency, requirement for denominator data etc.) |
| **Display and feedback** |
| How is the data fed back to relevant staff and service users? (for example included on a meeting agenda, monthly performance report, posted on a notice board etc.) |
| **Availability of baseline data** |
| Is baseline data available for this measure? (do you have data from before the beginning of the project that you can use to demonstrate improvement) |
| **Targets or goals** |
| Is there a local project specific or national target/goal set for this measure? (include the time frame here e.g. 50% reduction by June 2020) |
| **Data quality** |
| Are there any known issues with the quality of data for this measure? (for example for data from incident reporting systems, there is a background level of under-reporting) |
| **Sustainability** |
| Will the measure continue to be collected after the completion of the project? (include steps taken to make part of day-to-day work) |
| **Reproducibility** |
| If different staff members retrieved data from the source, would they all get the same result? (e.g. if the data collection system was audited) |
| 1. **Measurement Plan Template** |
| An Excel template for completing a measurement plan is available on the NQI Team Evidence for Improvement  resources page  <https://www.hse.ie/eng/about/who/qid/measurementquality/measurementimprovement/mit-resources.html#plan> |