

### Project Name:

### Project Lead:

### 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.

### 2. 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.

### 3. 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)

## 4. 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>