ShareIDEAS Submission Guide

Project Repository Reporting Framework

IDEAS (Improving & Driving Excellence Across Sectors) has developed ShareIDEAS – a health care quality improvement (QI) project repository – to support our efforts to identify and share quality improvement projects that contribute to optimizing health care in Ontario and across Canada. Although most QI projects have a local focus, improvement efforts generate new knowledge, experiences and insights that can be utilized to improve broader health systems.

The ShareIDEAS Project Repository Reporting Framework provides a structured approach for documenting and sharing the learnings gained through QI projects to facilitate their spread.

Inclusion Criteria

A key component of the IDEAS Advanced Learning Program* in Ontario is the applied improvement project. All projects completed as part of the program are automatically eligible for inclusion in the ShareIDEAS project repository. At this time, we are only profiling IDEAS projects. Moving forward, the intent is to include QI practices/projects from across Canada.

Reporting Criteria

The Project Reporting Template clarifies the information required to profile QI projects on ShareIDEAS using a series of questions in a transparent, structured and easy-to-complete template. You must answer these questions and complete the Project Reporting Template in full in order to submit your project to the repository.

The template is organized into the following sections:
• Project Name
• Filters
• Summary
• Approach
• Measures
• Results and Enablers
• Lessons Learned
• Contact Information

Submission

The completed form should be sent to ideas@utoronto.ca.

*IDEAS (Improving & Driving Excellence Across Sectors), is a province-wide learning initiative to advance Ontario's health system priorities by building capacity in quality improvement, leadership and change management across all health care sectors. Participants apply IDEAS quality improvement program learnings to applied projects from their own organization or local health systems over the course of the five-month Advanced Learning Program. www.ideasontario.ca

QI Project Name:

Filters

Check all that apply. You may have multiple selections in each category.

Health Themes	**Health Sectors**	**Location**	**Project Timeframe**	

Health Themes

- ☐ Access
- ☐ Appropriate Resources
- ☐ Efficiency
- ☐ Effectiveness
- ☐ Equity
- ☐ Focus on Population Health
- ☐ Integration
- ☐ Patient-Centredness
- ☐ Safety
- ☐ Other

Health Sectors

- ☐ Acute Care
- ☐ Home Care
- ☐ Long Term Care
- ☐ Primary Care
- ☐ Public Health
- ☐ Rehabilitation Care
- ☐ Multiple Sectors

Location

- ☐ Ontario- All
- ☐ Ontario- Erie St. Clair LHIN
- ☐ Ontario- South West LHIN
- ☐ Ontario- Waterloo Wellington LHIN
- ☐ Ontario- Hamilton Niagara Haldimand Brant LHIN
- ☐ Ontario- Central West LHIN
- ☐ Ontario- Mississauga Halton LHIN
- ☐ Ontario- Toronto Central LHIN
- ☐ Ontario- Central LHIN
- ☐ Ontario- Central East LHIN
- ☐ Ontario- South East LHIN
- ☐ Ontario- Champlain LHIN
- ☐ Ontario- North Simcoe Muskoka LHIN
- ☐ Ontario- North East LHIN
- ☐ Ontario- North West LHIN

Project Timeframe

Start Date
(For IDEAS projects, MM/YY of first session of Advanced Learning Program)

Month:_____
Year:_____

End Date
(For IDEAS projects, MM/YY of last session of Advanced Learning Program)

Month:_____
Year:_____

Summary *(max. 400 characters)*

- Describe the problem you were trying to solve and why you felt this was an opportunity for improvement.

Approach

Aim *(max. 1000 characters)*

- What was your aim?

Change Ideas *(max. 1000 characters)*

- What were the change ideas you tested?
- Describe the change concepts that were tested in your PDSA cycles, why they were chosen, and what was to be done and by whom.

Measures

- What outcome, process and balance measures were used to record and evaluate success? Fill out the table below.

Type of measure	What measure?	How are you measuring?	Goal
Outcome	Example: Surgical Med-Sx Clinic Volume	Example: Number of new patient visits to med-sx clinic from ED	Example: Increase by 50%
Process			
Balance			

Results and Enablers

Data highlights, key enablers, experience and insights from your QI project contribute valuable information to others and provide overall QI knowledge to support sustainability and spread.

Data Highlights *(max. 600 characters)*

Document the key results from testing the QI project's change ideas

- What are your results based on your outcome, process and balance measures?

- If these results are not currently available, how did the change ideas you tested help you to achieve your aim?

- If applicable, please comment on the returns on investment from your project.

Sustainability *(max. 600 characters)*

Document what has been done to sustain improvements since the initial QI project end cycle, or why and how the initial project plan has evolved over time

- What has been done since your initial project end cycle to hold the gains?

- If you have noticed that the changes you initially made have not remained in place, reflect on why and how this has happened.

Spread *(max. 600 characters)*

Document the degree to which the project improvements and learnings have been adopted and adapted by others within the same setting and/or in other settings, or identify the main target audience for potential spread

- Where has your practice/project spread to? Describe any (a) internal spread (to other health professionals, patient populations, units, departments within the original setting) and/or (b) external spread (to other settings outside of the original).

- Which change elements of your practice/project have been spread?

- Some projects may not have been spread at this time. If this is the case, please indicate the main target audience that you think this change should be spread to and why.

Setting

Document the most valuable setting-specific learnings, insights, experiences from the project that will be relevant to their spread to other settings.

➡ **Resources** *(max. 600 characters)*

• What resources (e.g., staff time, money, equipment, space) were used in conducting your project?

• What are the most important resources necessary to spread this initiative?

➡ **People** *(max. 600 characters)*

• What are the prominent characteristics (e.g., commitment of leadership, diversity of disciplines, physician participation, front-line motivation, staff QI expertise & experience) of key actors in the original setting?

• Who will need to be involved to spread this work?

➡ **Organizational Enablers** *(max. 600 characters)*

• To what extent were the results dependent on organizational factors (e.g., support of organizational governance, physician partnership, organizational/departmental structure, culture supportive of QI)?

• What are the most important organizational enablers necessary to spread this initiative?

➡ **System Factors** *(max. 600 characters)*

• To what extent were the results dependent on particular system or environmental factors (e.g., political, legislative, economic, financial)?

• What are the most important system factors necessary to spread this initiative?

Lessons Learned *(max. 400 words)*

Contact Information

Contact for a project representative to share learnings with peers in other settings and update project description as it evolves.

Name:

Title:

Organization:

Telephone Number:

Email:

In order to maintain currency of project information, IDEAS staff will reach out to the project contact for an update every six months.