Shared Care Final Project Report

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| **Project Title** |  |
| **Physician leads** |  |
| **Project lead** |  |
| **Date of Submission** |  |

# **EXECUTIVE SUMMARY**

This section should include a brief overview of the project, the project objectives and the project outcomes and deliverables. The executive summary can be written last in the report and drawn from each of the sections within the Final Report. Audience: This summary is intended for a wide audience including the Shared Care team, other project teams, physician/project leads and quality improvement/health leaders.

**Background / overview**

**Project Objectives**

**Project Outcomes**

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## **INTRODUCTION**

Include your problem statement and aim statement from your project proposal or project charter.

* Problem statement: Describe the gaps in care or the problem this project set out to address. Include the context, relevant data, literature or best practices.
* Aim statement: This may have changed from the time of proposal writing. Include the most up-to-date and relevant information.

## **PROJECT OBJECTIVES**

Objectives may have changed over time, so include the most up-to-date and relevant information.

## **TARGET POPULATION**

Identify the project participants (i.e., beneficiaries of the changes, resources, and activities that resulted from this project) and any inclusion or exclusion criteria that assisted in identifying participants.

## **ENGAGEMENT STRATEGY**

Describe how the project team engaged physicians, allied health professionals, partner organizations, patient and family caregivers, Indigenous communities, and other stakeholders.

*Optional Table:*

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| --- | --- | --- |
| **STAKEHOLDER** | **TITLE / GROUP**  | **ROLE**  |
| Family Physicians |  |  |
| Specialists |  |  |
| Patients and Families |  |  |
| Indigenous Communities |  |  |
| Partner Organizations |  |  |
| Other |  |  |

## **DATA COLLECTION ACTIVITIES**

Succinctly summarize the methods used to assess the problem or gap in care (environmental scan, needs assessment, chart reviews, document reviews, etc.), and to collect data (surveys, interviews, focus groups) to understand the impact of activities on the target participants.

## **RESULTS / DATA MATRIX**

The evaluation plan submitted within the first quarter of this project included an Evaluation Framework. The Data Matrix (page 5 of this document) provides an updated matrix with the addition of a results column. Update the table to reflect what was done during the project. For qualitative data captured through interviews, focus groups or other methods, you can summarize these results in a paragraph if it does not easily translate into the table format.

In one or two paragraphs, summarize the insights drawn from the data collected. What conclusions, if any, can be made? Is there a need for more investigation to be done?

## **PROJECT ACTIVITIES & DELIVERABLES**

Include a summary of key project activities and a list of deliverables (educational resources, website posts, workflow diagrams, etc.) that were developed with this project. Please include PDFs, links to online resources, etc.

## **LESSONS LEARNED**

Summarize what went well, such as trust developed in a community; relationships enhanced; increased collaboration with stakeholders, etc., and any significant challenges. What lessons were learned as a result? What would be done differently if this project were to be implemented again? What nuances of the project emerged over time, and what advice can you share to other groups doing similar work?

## **NEXT STEPS**

Describe whether the project (or aspects of it) will be sustained beyond the end of the Shared Care provided funding, how it will be resourced, and who will be taking responsibility for the ongoing management and support of the work. If it will not be sustained, explain why.

Describe any activities or strategies used to disseminate / share project results, and any future activities the project team will use (i.e., media coverage, conference presentations, Rounds presentations, social media campaigns, etc.).

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| EVALUATION FRAMEWORK & DATA MATRIX |
| IHI Modified Triple Aim | **Anticipated Outcome** | **Data Source(s)** | **Measure(s)** | **Results** |
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|  |  |  |  |  |
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# **APPENDICES**

* Appendices of relevant documents that would be helpful for the audience.
* Provider testimonials, patient impact stories, and quotations including the [Physician Lead End of Project Survey](https://sharedcarelearningcentre.ca/wp-content/uploads/2021/10/SCC-Physician-Leads-End-of-Project-Survey-ID-1239093.docx)
* Include PDF copies and links to all resources created during the project.