# Template instructions

## Purpose and Audience

The final report is the capstone document of the project that summarizes work accomplished throughout the project. It includes an overview of the project’s purpose, methods, activities, results/outcomes, and lessons learned. The report is intended for a wide audience including other project teams (physicians and project leads), Shared Care Committee, health authorities, the Ministry of Health, and health care partners interested in this work. It is important to tailor the report’s content and language to suit this diverse readership.

## Content Requirements

Please write a report using the sections outlined in this template. This includes an Abstract, Introduction, Methods, Results, Discussion, and Conclusion.

## Format Requirements

* **Length:** Limit the main body of the report to 10 pages or fewer. Appendices do not count towards the page limit.
* **Font:** Use a minimum font size of 11 with standard fonts such as Arial, Calibri, or Aptos.
* **Visual Elements:** Enhance engagement and appeal by incorporating figures (charts, images, diagrams, and tables) and design elements (graphics and visuals). Ensure that figures are legible and appropriately labelled.
* **Language and Accuracy:** The report must be written in English and free of grammatical and spelling errors. Use consistent terminology and define acronyms.
* **References:** Maintain a consistent style for references, footnotes, and citations throughout the report.
* **File Type:** Submit the main report file in Microsoft Word (DOC, DOCX) or Rich Text Format (RTF). Non-editable files, such as PDF, are not acceptable. Additional files and appendices can be accepted in image formats (PNG, JPG) or as PDF. You may use your own document template and design, but it must contain the same sections outlined in this template. Remove this instruction page as well as the guidance text *(in blue)* if using this template.

Adhering to these guidelines will result in a report that is concise, visually appealing, and consistent in its presentation. Reports will not be accepted if they do not meet requirements. For any questions regarding the completion of the report, please contact your Shared Care Liaison.

## Additional Materials on Writing

1. Writing Center at George Mason University. Abstracts in Scientific Research Papers (IMRaD) [Internet]. Accessed March 26, 2024. Available from: <https://writingcenter.gmu.edu/writing-resources/imrad/abstracts-in-scientific-research-papers-imrad>
2. SQUIRE Statement. Standards for Quality Improvement Reporting Excellence (SQUIRE) Guidelines. Accessed March 26, 2024. Available from: <https://www.squire-statement.org/index.cfm?fuseaction=Page.ViewPage&pageId=471>

Shared Care Final Project Report

|  |  |
| --- | --- |
| **Project Title** |  |
| **Project Timeline** |  |
| **Fundholder / Organization** |  |
| **Physician Leads** |  |
| **Project Lead** |  |
| **Date of Submission** |  |

# ABSTRACT

The abstract summarizes key information from the sections of the report. An effective abstract is concise yet contains all the main points.

It is the most important single paragraph in this report and will be published on [*The Exchange*](https://c0abr823.caspio.com/dp/1c9f50004e48ed50f0ee4d208816), an online database of quality improvement projects supported by the Shared Care Committee and Specialist Services Committee. Readers with a specific interest in the project can delve into the entire report. Therefore, a well-written abstract is important for catching the attention of those who wish to read beyond the summary.

Follow the prompts below to complete the abstract. This structure is commonly used in research journals. Limit the abstract to 300–500 words and write it after finalizing the main body of the report.

## Introduction

Why did you start? Establish the context of the project and its significance. Include the nature of the local problem and aim statement.

## Methods

What did you do? Describe what was done and how it was done including interventions, target population, engagement strategy, and data collection methods.

## Results

What did you find? Present the findings of the project, including both quantitative and qualitative data. This section gives readers insight into outcomes achieved through the project work.

## Conclusion

What does it mean? Summarize the key takeaways from the project and state whether you met the aim. Discuss the overall usefulness or value of the project, plans for sustainability or spread, and implication for future work/next steps.

This is the main body of the report. Complete each section using the subheadings and prompts below. To stay within the page limits, additional details and resources can be appended.

# INTRODUCTION

Why did you start? Suggested length: 1 page.

## Problem Statement

Establish the context of the project and its significance by describing the background, gaps in care, or the problem this project sets out to address. Include what is currently known about the problem by citing data, literature, current state, best practices, or previous work. Utilize local data and information if available.

## Aim Statement

An aim statement answers the question ‘What are we trying to accomplish?’ It serves as the purpose of the work, specifying what, how much, when, for whom, and where. Note that this may change over the course of the project. Include the most up-to-date and relevant information.

## Project Objectives

If your project has more specific objectives that link to the aim statement, please include them.

# METHODS

What did you do? Describe what was done and how it was done (i.e. project approach). Suggested length: 3–4 pages.

## Interventions, Activities, and Deliverables

In a few paragraphs, summarize what was implemented, including the project’s approach, interventions, key activities, and deliverables. This summary can include high-level plans such as the steps taken, driver diagrams, resources needed, and timelines. List out key resources and deliverables e.g., educational resources, clinical tools, workflow diagrams, innovations, etc. Actual documents and deliverables can be appended.

## Target Population

Identify the project participants i.e., those who benefit, and the inclusion or exclusion criteria.

## Engagement Strategy

Describe how the project team engaged physicians, allied health professionals, partner organizations, patients, family caregivers, Indigenous communities, and other stakeholders. You may choose to describe the team structure and processes e.g., stakeholder analyses. Keep this section brief and do not detail all meetings or engagements.

*Optional Table:*

|  |  |
| --- | --- |
| **Stakeholder/Group** | **Role and Engagement Strategy** |
| Family Physicians |  |
| Specialists |  |
| Patients and Families |  |
| Indigenous Communities |  |
| Partner Organizations |  |
| Other |  |

## Data Collection Methods

Briefly describe approaches for assessing the:

1. Problem or gap in care e.g., environmental scan, needs assessment, chart reviews, document reviews, etc.
2. Impact of the project e.g., administrative or system data, surveys, interviews, focus groups, etc.

Mention frameworks or methods for analysis e.g., qualitative, quantitative, or mixed methods.

Note: It may be helpful to summarize relevant information from the evaluation plan.

# RESULTS

What did you find? Suggested length: 1–2 pages.

Present findings of the project, including both quantitative and qualitative data. This section gives readers insight into outcomes achieved through the project work. You may report in paragraph form and using figures/graphics. Included below are sample tables for reporting results based on the IHI Quadruple Aim. Note: Quotes and qualitative themes captured through interviews, surveys, or focus groups can be impactful to include.

Sample tables based on IHI Quadruple Aim:

## Improved Patient Experience

|  |  |
| --- | --- |
| **Goal/Anticipated Outcome** | **Results** |
| Patient satisfaction with new care process | * 75% of patients reported better access to services.
* Patient experienced improved by 50% to 80%.
 |

## Improved Provider Experience

|  |  |
| --- | --- |
| **Goal/Anticipated Outcome** | **Results** |
| Provider experience with new referral pathway | * 80% of specialist physicians reported satisfaction with the new process.
* All providers reported 25% fewer errors in the process.
* 85% of all providers reported improved communication and coordination of care.
* Appropriateness of referrals has improved from 20–40%.
 |

## Improved Population Health

Refer to sample table above.

## Reduced per Capita Cost of Health Care

Refer to sample table above.

# DISCUSSION

What does it mean? Suggested length: 2–3 pages.

## Interpretation

Synthesize findings from results by discussing the:

* Impact of the work on patients, providers, and the health care system.
* Associations between the project work and outcomes.
* Differences between observed and anticipated outcomes.
* Limitations of the work such as biases, confounding factors, and imprecisions in the design or methods.

Be honest about the project outcomes, even if not all aims were met.

## Lessons Learned

Write about challenges and enablers (success factors) from project management and clinical perspectives. Guiding questions to answer include:

* What nuances of the project emerged over time?
* What would you do differently if this project were to be implemented again?
* What advice would you share to other groups doing similar work?

Note: Consider gathering input and feedback from relevant project members.

# CONCLUSION

Write about the following:

* Restate key takeaways from the project and whether you met the aim. Highlight the project’s overall usefulness or value.
* Describe whether the project (or aspects of it) will be sustained. Include 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.
* Spread: Explain if this work can be spread to other settings or contexts.
* Write about implications for future work and next steps. Is there a need for more investigation or work to be done? Mention activities or strategies used to disseminate and share results such as media coverage, conference presentations, Rounds, social media campaigns, etc.

Suggested length: Half a page.

# APPENDICES

Include or list out and hyperlink documents that would be helpful for the audience. This may include:

* 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)