**Review Rubric for QI Project Submission**

Thank you for your interest in completing an QI Practice project at NorthBay Healthcare. Please use the following grading rubric to complete your packet. This criterion will be used by the members of the Nursing Education Department in determining whether your submission meets standards of rigor and design criteria for consideration by the IRB board.

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| **Criteria** | **Present** | **Not Present** | **N/A** | **Comments** |
| **Introduction*** Purpose
* Quality/Safety processes or patient experience to be addressed
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| **Background** * Significance of the problem
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| **Literature Review*** PICOT Question (if EB QI project only)
* Search strategies
* Summary and critical appraisal of evidence
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| **Methods** **PLAN*** Clinical issue that needs improvement
* Setting/population/problem
* Solutions to be implemented
* Develop strategies to be implemented
* Identify overall project goal, use SMART goal

 **DO*** Solutions to be implemented are well described
* Data collection plan explained

**STUDY*** Plan for displaying and interpreting data
* Determine change as an improvement or not

**ACT*** Identify potential steps in leading and sustaining change
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| **Conclusion and Clinical Implications** |  |  |  |  |
| **References (APA Format)** |  |  |  |  |
| **Attachments*** Educational materials
* Assessments
* Data collection tools
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