

**Quality Assurance (QA) Project Plan
Template & Guidance Document**

**Instructions for Use**

This template should be used for Quality Assurance Projects which includes:

* Service Evaluations
* Clinical Audits
* Quality Improvement Activities

The QA Project Plan Template starts on page 2. Please **delete the first page** when your document is complete and ready for submission with your ERM application.

Any highlighted text (such as XXX) should be replaced with project specific information.

*All light blue italicised text in the template document is informative information only and should be removed from the template prior to submission.*

Ensure you update the footer of the document with the **correct document title, version number, and date** of your final document.

In addition to this Project Plan, you will need to upload in ERM:

* Evidence of support from the relevant Head of Department
* Project Lead’s CV
* Any other supporting documents (e.g., information sheets, data collection tools, surveys, measurement standards, etc.)



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Mater Misericordiae Ltd – Mater Research 2021



**Project Title:** XXX

**Review Reference:** QACR/MML/XXX *– this is the project number of your ERM application*

**Project Lead:** XXX

**Department:** XXX

1. **Introduction** *(~250 words)*

*The introduction is a very brief overview of the project (~250 words). The introduction should be concise but sufficient to orientate the reader to the main purpose of the project, how it will be conducted, and its expected benefits.*

1. **Background** (1/2 x A4 page maximum)

*The background gives information about why you are conducting the project. If you are looking critically at clinical care you need to identify evidence of good clinical practice standards on which to base your assessment. A literature review can ascertain if there are any recommended standards of practice and provide information on any previous projects which have been conducted on your specific topic.*

1. **Aims/Objectives**

*State here the aims/objectives of your project.*

*Please clearly define your project objectives, why you are doing the project, and what you are hoping to achieve as a result.*

1. **Project Design**
* **Setting/location**

*E.g., Department ‘Y’, Mater Hospital, Brisbane.*

*For service evaluations: they should be completed at a single site to stay within the definition of a QA activity. Other sites could undertake their own service evaluation. However, if you then want to compare the results of each of the sites, then this becomes research, and a research application is necessary.*

* **Duration**

*An estimate of the time in months from commencing data collection to presentation or publication of results.*

* **Outcomes and significance to practice**

*Provide details of the outcomes hoped to be achieved and what significance these may have to clinical practice.*

* **Patient population or service involved**

*Define where or about whom the project will be carried out.*

*Also describe the target population, for example:*

* *Population from which the participants will be drawn*
* *The total number of participants*
* *If relevant to your project, you may also wish to include information on age range, gender, or other relevant demographic information.*

*Please include information on how the participants will be identified.*

*For clinical audits: this section should also describe how the results from your sample population can be generalised to the target population of interest.*

* **Data analysis**

*State what data you will be collecting, how the data will be collected, and how you are planning to analyse the data.*

*Please include a copy of any surveys, data collection tools, or measurement standards.*

1. **Data management**

*Patient privacy and confidentiality are important. Please refer to the Mater Policy and Procedure Library to ensure that data is being stored safely.*

Who will collect the data: *Name of clinician*

From where will the data be collected: *e.g., Verdi, Department records*

In what format will the data be collected: *i.e., Identifiable, re-identifiable, or non-identifiable*

In what format will the data be stored: *i.e., Identifiable, re-identifiable, or non-identifiable*

Data shall be retained only until the time of publication or presentation.

The Project Team agrees they are responsible for the data and its secure storage in accordance with Mater Policies and Procedures.

1. **Dissemination of results and publications**

It is anticipated that the case report will be:

*Please select all that apply.*

Shared with the Department: Yes/No

Shared more broadly within Mater: Yes/No

Shared via a journal publication: Yes/No

Shared at a Conference: Yes/No

Name of Conference/s if known:

1. **Glossary of abbreviations**

*All abbreviations used in the project plan, including appendices, should be listed with an explanation of each abbreviation. Accepted international medical abbreviations should be used. Project specific abbreviations should be standardised within the project plan.*

1. **References**

*Include all references used throughout the application.*