| Improvement ExchangeSummary Template |  |
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**About**

Writing engaging content for the web can be challenging so we have developed this simple template to guide you. We recommend that you refer to it as you’re “draft summary”, as it provides helpful tips for developing and a high-quality project summary.

**Before you start**

Let your line manager know that you plan to submit a project summary for publication on the Improvement Exchange. Your project summary must be approved by your manager and meet one or more of the following publication criteria;

* **Alignment** – the project addresses a current health system priority and is relevant to clinical innovation and improvement.
* **Usefulness** – the project can be used for a practical purpose.
* **Practicality** – the project is concerned with doing something rather than theory.
* **Conciseness** – the project summary is brief yet comprehensive.

**Drafting your summary**

Take your time, read a few published projects on the Improvement Exchange before you start writing and get a feel for what is required. Remember your summary will be publicly available on the internet and should be free of local jargon where possible. If you’re not sure, contact us or discuss it with your local communications team.

Once you’ve developed your first draft, ask a work colleague to review it. Edit the draft and repeat the process until you feel your project summary is ready, then get final approval from your manager to submit your final version of this summary (Microsoft Word) to; Improvement.Exchange@health.qld.gov.au

**Project publication**

The Improvement Exchange Administrator will undertake a final ‘content review’ to ensure your summary meets QH internet publication requirements.

Following content moderation, the Improvement Exchange Administrator will submit your initiative summary to the System Owner (Deputy Director General Clinical Excellence Division) or delegate for approval.

Once approved, the Improvement Exchange Administrator will publish your project summary and advise you that it is ‘live’.

**Updating your project**

Once your project has been published you will be able to update it using a security access code. This will be provided by the Improvement Exchange Administrator with the publication advice (above).

**Project Summary Criteria**

| **SECTION** | **DESCRIPTION** |
| --- | --- |
| **Name\*** | What is the title of your project?TIP: try to keep your title 6 words or less. |
| **Key Dates\*** | The start and finish dates of the project (e.g. December 2016 – December 2017). |
| **Project Type\*** | What type of project is it? Is it a model of care, a service improvement, system improvement, redesign etc.? TIP: It could be more than one type. |
| **Aim\*** | Write a sentence describing the overarching goal of the project. For example: To improve performance in Queensland Emergency Departments. TIP: This is usually the single overarching goal behind this project? |
| **Benefits\***  | Provide a few bullet points with the overarching benefits of this project. |
| **Summary\***  | Write a sentence or two that describes the initiative. This is like a marketing pitch so think about how you would explain the work to someone you’d met for the first time. Avoid using clinical, technical jargon or acronyms. If you must, make sure you clearly explain them. |
| **Lead Organisation\*** | The lead organisation for this project? E.g. Your Hospital and Health Service, Your Clinical Network, Your Business Unit. |
| **Contact(s)\*** | Who is the key contact for the project? Please include name, position, phone number and email. |
| **Status (please select one)\*** | **Future Initiative**The project is planned but not as yet underway.  |
| **Development**The project is being developed, being tested or piloted. |
| **Implementation**The project is being implemented into daily operations. |
| **Sustained**The project has completed and benefits realised. |
| **Background\*** | How did this project come about? What were the issues that prompted a need to change?TIP: This is an opportunity to briefly touch on factors that led to the development of this project. Remember it’s a summary so keep this very high-level. |
| **Solutions****Implemented** | What were the outcomes? What solutions were developed and implemented? |
| **Evaluation and Results** | How has the project been evaluated? What results have been achieved? Was there any clinical prioritisation criteria?Tip: Refer back to your aim and objectives. Provide supporting data where possible.  |
| **Lessons Learnt** | What did you learn, what were the challenges? |
| **Partnerships** | Did you have project partners such as community organisations, public healthcare providers? |
| **Implementation Sites** | Where was the project implemented? Provide details of hospitals. |
| **References** | What references did you use to base your innovation on? This could be links to web pages, documents that contain resources for the project, published journal articles etc. |
| **Further Reading** | Provide any relevant documents, images, graphs, photos or links, so readers have the opportunity to find further information on this topic. |
| **Keywords\*** | What keywords or search terms would you use if you were looking for information on your initiative? |

**Approver Details**

Name:

Role:

Contact Phone Number:

Email Address:

**Contact us**

If you have any questions or feedback about the Improvement Exchange, please don’t hesitate to contact us at ImprovementExchange@health.qld.gov.au