

Resident's Name: _____ Resident's Program: _____

**Quality Management
Process Improvement Project Proposal**

The LSU GME EQUIP office is responsible for tracking all Quality Improvement/Patient Safety projects taking place in residency or fellowship programs.

Contact: Julie Cain, EQUIP Coordinator, jcain2@lsuhsc.edu, 504-568-2092

**THIS FORM MUST BE COMPLETED AND SUBMITTED FOR REVIEW TO
equip@lsuhsc.edu
BEFORE STARTING THE PROJECT**

**Could this project be "research"?
STEP ONE: Complete this table**

<u>Question</u>	<u>Yes</u>	<u>No</u>
Will the project involve an experimental drug, biologic, intervention, or device?		
Will the project collect personal identifiable information from study subjects or from biologic samples collected through intervention or interaction with study subjects?		
Is the project funded (e.g. federal, industry, etc.) as a human subjects research study?		
Is this a multi-site project (i.e. more than one site participating)?		
Is this a systematic investigation designed to contribute to generalizable knowledge (i.e. testing a hypothesis, randomization of subjects, etc.)?		
Will the results be published or presented outside of the institution as research (i.e., draw conclusions that would be applicable broadly beyond your own institution)?		

If the answer is NO to each of these questions, the project would appear to not constitute research, and Institutional Review Board (IRB) approval is not likely to be required. If the project changes in any way that might affect the intent or design, then the project will need re-evaluation as a process improvement project or a research project.

If YES is the answer to any of the questions, the project may constitute research requiring IRB approval. The EQUIP office will refer the proposal to seek additional guidance from the IRB.

DO NOT BEGIN THE PROJECT UNTIL NOTIFIED BY THE EQUIP OFFICE

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STEP TWO: Complete the following

1. **AIM:** Briefly describe the project regarding what improvement you hope to achieve. Include a brief comment on the project's specific focus and scope, and the facility where project will occur.
2. **CASE FOR CHANGE:** Describe the data based justification for this project. [Why is it justified to do this project?]
3. **MEASURES:** List what measures or monitors you will use to assess process improvement.

<u>Measure or Metric</u>	<u>Baseline Pilot Data (if available)</u>

4. **ATTACH A COPY OF THE QUESTIONNAIRE, SURVEY TOOL, OR DATA COLLECTION FORM THAT WILL BE USED.**
5. Provide a timeline for the project:

<u>Milestone</u>	<u>Target Date</u>
1. Project start	
2. Data collection	
3. Data analysis	
4. Determination of "Findings of Fact"	
5. Conclusions (i.e. "Root causes")	
6. Recommendations	
7. Implementation	
8. Follow up	
9. Anticipated project completion date	

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6. List the Stakeholders (i.e. Yourself and other Participants) in the project:

<u>Position (Name if available)</u>	<u>Position (Name if available)</u>

7. List potential barriers to success of the project (i.e. lack of institutional resources, resistance from specific stakeholders, etc.)

8. Your contact information (email/cellphone): _____

9. Name of the Project Faculty Advisor: _____

Advisor contact information (email/cellphone): _____

STEP THREE: SUBMIT THE COMPLETED PROJECT PROPOSAL FORM TO:

1. equip@lsuhsc.edu (LSU GME/EQuIP Program)
2. After review by the EQuIP office, the completed form will be forwarded via email to the LSU IRB and if appropriate, to the UMCNO Research Review Committee (RRC).

STEP FOUR: PROPOSAL REVIEW BY:

LSU IRB:

1. Mr. Noel Cal, IRB Specialist, ncal@lsuhsc.edu

AND

UMCNO AND CHILDREN'S RESEARCH REVIEW COMMITTEE (ONLY IF UMCNO OR CHILDREN'S IS THE SITE FOR THE PROJECT):

1. UMC Office of Research, UMCOfficeofResearch@lcmchealth.org
2. Children's Office of Research, CHResearch@lcmchealth.org

STEP FIVE: REVIEWERS WILL RESPOND TO THE LSU GME/EQuIP OFFICE WITHIN 24 HOURS:

1. Proposed Project is IRB Exempt. Quality improvement project may proceed.
2. Proposed Project NOT IRB Exempt: Full IRB review may be required. Resident will be contacted for more information regarding the proposed project. DO NOT BEGIN THE PROJECT!

STEP SIX:

1. The resident will be notified by the EQuIP Office of the results of the proposal review.

DO NOT MOVE FORWARD WITH THE PROJECT UNTIL NOTIFIED BY THE EQUIP OFFICE!

(START OF PROJECT WILL BE DELAYED IF FULL IRB REVIEW IS REQUIRED.)