

EVIDENCE BASED PRACTICE CHANGE/QUALITY IMPROVEMENT PROJECT

*Instructions for reviewers: Please place a number in each box.
 5=Exceptional; 4=Good; 3=Adequate; 2=Fair; 1=Poor/Absent; N/A=Not Applicable.*

Section Name	Score
<p>Introduction / Problem Statement</p> <ol style="list-style-type: none"> 1. The problem is presented as a need for practice change or improvement. 2. The problem is accurately and comprehensively depicted. 3. If an assessment of current practice or quality indicators has been done, it is summarized and tied to the problem. 4. The proposed practice change or improvement logically addresses the problem. 	_____
<p>Review of Literature</p> <ol style="list-style-type: none"> 1. The review includes literature that establishes the significance of the problem. 2. Key studies and other relevant literatures addressing the problem are included. 3. The review shows a discernible logic that points toward the project purpose, and does not contradict the project purpose (e.g., as when researchers use a gap logic to expose the lack of studies in an area and then report several studies in the area). 	_____
<p>Purpose</p> <ol style="list-style-type: none"> 1. There is a clearly stated project purpose. 2. The project purpose is linked to the problem and the review of literature. 3. The scope of the project seems reasonable to accomplish in one year. 	_____
<p>Theoretical-Conceptual Framework / Frame of Reference</p> <ol style="list-style-type: none"> 1. There is an explicitly stated theoretical- conceptual framework or frame of reference. 2. The frame of reference is accurately rendered. 3. Whether stated or implied, the frame of reference fits the target phenomenon and is not forced onto it. 	_____
<p>Design / Method</p> <ol style="list-style-type: none"> 1. There is a stated method. 2. The method fits the project purpose. 3. The method is appropriately incorporated into the project design. 	_____

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<p>Change Targets, Practice Site Characteristics & Configuration</p> <ol style="list-style-type: none"> 1. A viable partnership with the target entity, agency or practice site is described that will allow access to the clinicians, practice systems, or procedures needed for the project. 2. Evidence of stakeholder support for the project is presented (e.g., preliminary interviews or focus groups; a letter of support) 3. The clinicians, practice systems, or procedures to be included are appropriate for the project purpose and method. 4. The strategy proposed for recruiting units into the project is specified and fits the project purpose. 5. (If applicable) The plan for recruitment and inclusion of units is explicit and feasible. 6. (If applicable) Site(s) of recruitment fit the purpose and are feasible. 7. The proposed sample size and configuration is feasible and fits the project purpose. 8. Outcome indicators are defined in measureable, operational terms. 	_____
<p>Data Collection / Generation Techniques & Sources</p> <ol style="list-style-type: none"> 1. Sources of data and techniques of data collection or generation fit the pre-determined or evolving needs of the project, e.g. appropriate/reliable/valid instruments are chosen that fit the variables or data-gathering strategies are congruent with the orientation of the project. 2. The content, sequence, and timing of data collection or generation techniques fit the purpose and orientations of the project (e.g., the purpose of a project is to ascertain structural barriers to health care utilization, but the only sources of data are women's perceptions of their health care providers). 3. Specific data collection or generation techniques are demonstrably tailored to the proposed project, as opposed to the presentation of textbook or rote descriptions of data collection or generation. 4. Techniques for data collection or generation techniques are correctly used 5. The time period for data collection or generation is explicitly stated and appropriate for a 1-year timeframe. 6. The timing of data collection is explicitly stated and justified according to the target events (e.g., data on position orientation were collected within 2 months of employment). 7. The sequencing of data collection or generation techniques is justified (e.g. observations took place before the interviews). 	_____

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Section Name	Score
<p>Data Management, Analysis & Conclusions</p> <ol style="list-style-type: none"> 1. Data management & analysis techniques fit the project purposes and data. 2. Specific data management & analysis techniques are tailored to the project, as opposed to textbook or rote descriptions of data management 3. Analysis of data is appropriate for the question and type of data generated. 4. Cost effectiveness of the practice change is addressed 	_____
<p>Scalability & Sustainability</p> <ol style="list-style-type: none"> 1. Steps to translate the findings into additional or other practice settings are described 2. Actions to sustain the practice change are described. 	_____
<p>Validity</p> <ol style="list-style-type: none"> 1. Techniques to promote accuracy of data are included. 2. The limitations of the project are addressed with solutions to reduce their effect or represent their effect on the findings. 	_____
<p>Human Subjects</p> <ol style="list-style-type: none"> 1. Benefits and risks distinctive to the project are addressed, as opposed to rote descriptions of human subjects procedures. 2. Recruitment and consent techniques are tailored to fit the sensitivity of the subject matter and/or vulnerability of participants. 3. Data collection and management techniques are tailored to fit the sensitivity of the subject matter and/or vulnerability of participants. 	_____
<p>Plan for Dissemination</p> <ol style="list-style-type: none"> 1. Products are described. 2. A timeline for distributing the products is specified. 	_____
<p>References</p> <ol style="list-style-type: none"> 1. Cited correctly and fully 2. Current (or appropriate to the developments in the area) and sufficiently exhaustive. 	_____

Criteria Score 1-5 Reviewer Comments

Adapted with permission from Sandelowski, M., & Barroso, J. (2007). Handbook for synthesizing qualitative research. NY: Springer.

REVIEWER SUMMARY

Recommendation:

- Approval

- Conditional Approval with following revisions:

- Disapproval

Signature of Reviewer

SUMMARY STATEMENT

Please provide a Summary Statement below, bulleting the strengths and weaknesses of the proposal. This information will be sent to the applicant following review.