

## Step 1

Identify Triggering Issues/Opportunities and Project Focus		
Subtask	Question to gauge task completion	Tool(s) to complete task
Identify metric that is, or has potential to be out of control	What is the problem you are trying to solve?	<a href="#">5 Whys</a>
Collect data	What data validate the problem?	Observational data  Electronic Health Record  Focus Groups and Individual Interviews
Identify root causes of high priority outcome not being in control	What is the root cause of the problem?	(SIPOC Process Map with QI Coach)
Identify root causes that are in control of the team	What are the root causes that are in control of the team?	<a href="#">Fishbone Diagram</a>
Prioritize focus root cause to be addressed	What is the most important root cause to focus on?	<a href="#">Pareto Diagram</a>
Develop a background question	What is broadly known about the root cause in relation to the patient outcome?	Evidence Synthesis Sources  Practice Guidelines  Systematic Reviews
Define the current state. Determine if the project is QI or EBP.	What are the current hospital policies and procedures?  Is UVA already doing best practice?  Yes = QI project, skip steps 2, 5, and 6 No = EBP Project, continue	<a href="#">PolicyTech</a>  <a href="#">Lippincott</a>

## Step 2

State the Question or Purpose		
State the clinical question and purpose. P = microsystem population I = intervention C = standard of care or comparison intervention O = chosen root cause	What is your final EBP PICO question?	<a href="#">Johns Hopkins (JH) Appendix B</a>

Develop a search strategy	What are the databases, search terms, limiters, inclusion and exclusion criteria of your search?	
---------------------------	--	--

## Step 3

Is This Topic a Priority?		
At UVA, each microsystem is responsible for tracking vital performance characteristics that are essential to safe, timely, efficient, effective, equitable and patient centered care. This step assumes such a topic has been chosen for this project, however, it is critical to be able to answer/articulate the following 2 questions:		<a href="#">Iowa Tool 3.2</a>
How is this project related to UVA's and your microsystem's strategic goals?		
Why does solving this problem take precedence over other problems?		

## Step 4

Form a Team		
At UVA, there is a core team on each microsystem responsible for unit based EBP/QI. This typically involves the manager, ANM, NEC, CNL, CNS and medical director. This step assumes those persons are already involved, and goes further to ask:		Reference your SIPOC process map
Is a member of every group this problem impacts at the table?		

## Step 5

Assemble, Appraise, and Synthesize Body of Evidence		
Assemble the literature. Document titles/abstracts screened and excluded, and full text screened and excluded.	What articles answer your PICO question?	<a href="#">PRISMA diagram</a> <a href="#">JH Appendix G</a>
Appraise the literature	What level of evidence is each article?	<a href="#">JH Appendix D</a>
	What is the quality of each article?	<a href="#">JH Appendix E for Evidence Levels I-III</a> <a href="#">JH Appendix F for Evidence Levels IV&amp;V</a>

## Step 6

Is There Sufficient Evidence?		
Synthesize the body of evidence	What is the quantity, level and quality, and consistency of available evidence?	<a href="#">JH Appendix H</a>
Evaluate sufficiency of evidence to determine next steps. Present findings of literature search to the team. Discuss strength of evidence relative to next steps.	Is there sufficient evidence to translate these findings into practice?  Yes = Continue to Step 7 No = Conduct Research	<a href="#">JH Appendix I</a>

## Step 7

Design and Pilot the Practice Change		
Plan: Identify evidence-based intervention appropriate for a pilot test and develop a local protocol. Evaluate interventions for fit and acceptability with the microsystem.	In what ways does the intervention need to be customized to fit the local setting and specific patient population?	
Define outcomes to measure	What measures will you use to measure uptake and effectiveness of the intervention?	<a href="#">Iowa Tool 9.1</a> <a href="#">Iowa Tool 9.2</a>
Develop data collection and analysis plan	What is your threshold of success for those measures?	
	What implementation strategies will you use, and at which stage?	Iowa Tool 8.1
Do: Pilot	Where did the pilot work and not work?	<a href="#">Iowa Tool 8.2</a>
Study: Evaluate outcomes. Remove barriers as they occur.	How can you improve uptake of the intervention?	<a href="#">Iowa Tool 9.4</a>

## Step 8

Is Change Appropriate for Adoption in Practice		
Act: Determine next steps	Does the pilot need to be abandoned, modified, or implemented?	<a href="#">Iowa Tool 10.1</a> <a href="#">Iowa Tool 10.2</a> <a href="#">Iowa Tool 10.3</a>

## Step 9

Integrate and Sustain the Practice Change		
Create awareness and interest.	What key indicators will you track to continuously verify sustainment of practice?	<a href="#">Iowa Tool 11.1</a>
Build knowledge and commitment.	In what ways have you decreased the amount of effort needed to track the key indicators?	
Promote action and adoption.	What data charts will you maintain to track sustainment?	<a href="#">Iowa Tool 11.2</a>
Pursue integration and sustained use.		<a href="#">Iowa Tool 11.3</a> <a href="#">Iowa Tool 11.4</a>

## Step 10

Disseminate Results		
Document findings and disseminate	Who knows about the results of your project internal to the organization?	Create a PowerPoint Presentation
	Which conference will you submit your abstract to?	<a href="#">Iowa Tool 12.3</a> <a href="#">Iowa Tool 12.1</a>
	Does your poster have all the necessary components?	<a href="#">Presenting and Publishing Guide</a>
	Who on your team wants to help edit a manuscript for publication in a clinical journal?	<a href="#">JH Appendix J</a>