



**QUALITY  
IMPROVEMENT  
PROGRAMME**

## Guide to completing the Measures Checklist

The table below guides you through the process of completing the Measures Checklist. You should complete a separate Measures Checklist for each of your project measures

### Measures Checklist

#### Checklist question

#### Summary

*What type of measure is it e.g. outcome, process or balancing?*

Measurement is the most important element of a quality improvement project. If you don't measure it will be impossible to demonstrate whether or not your change has resulted in an improvement or if an improvement has been sustained. What you choose to measure will depend upon your quality improvement topic and the changes you want to test. You will need a measure of outcome to demonstrate progress against your project aim. You may also decide to use process and balancing measures to explore in more detail the effects of the changes you are testing. You should complete a separate Measures Checklist for each measure you collect.

*What do you want to show? Why is this important?*

You should have a clear rationale for each measure you collect and be able to explain why it is important and what you expect to show by collecting this data.

*How will you define your measure?*

In order to prevent ambiguity all measures should be described completely in words. For example *"The proportion of patients for whom physical health assessments have been completed within 24 hours of admission."*

*Who/what, when, where and how often will you measure?*

Who/what, when, where and how refer to the factors you need to consider in identifying precisely the data you will collect for each measure. This is your sample and a rigorous sampling approach is essential in ensuring the quality of your measurement activities. In the case of quality improvement activities your sample size needs to be just enough to generate plausible results.

*What is the calculation?*

This is the calculation you need to do in order to ensure that the data you have collected accords with your data definition. This could be, for example, converting the data into a ratio, rate or percentage. In the case of the measure defined above, you would need to calculate a percentage (the number of patients with physical health assessments completed within 24 hours of admission/the total number of patients

admitted to the ward).

*Where will you find the data?*

The Trust routinely collects a large range of data and it is important to check whether or not the data you require is already being collected. If you think the data is already collected it is advisable to check your facts carefully and preferably review a small sample of data to ensure that you can access it and that it does provide you with the information you need. You may also require data that isn't routinely collected. If this is the case, you may need to develop a data collection tool and prospectively collect data.

*What will the data collection process be?*

*Are there any known problems with your data?*

Data access and quality issues are the problems that you are most likely to encounter. Obtaining a small sample of data at the project planning stage will establish the extent, if any, of these issues and enable you to change plans or make arrangements to mitigate effects as required.

*How will you analyse your data?*

Planning your data analysis at this stage will ensure that you collect the correct data. Quality Improvement project data is best analysed as

*Who will be responsible for this?*

When planning your data collection, you need to identify who will collect the data and give consideration to factors such as their skills, time and resources.