Project Title:

Student’s Name:

Adviser’s Name:

I. Evaluation Question Program Evaluation
(Like an abstract, limit to 50 words here)
The organization initiating this project is …
The organization’s goals are … and this project will help them to …

The Evaluation Question for this project is:
To determine whether __________ (program) achieves ________ (key outcome) [this should be an outcome that reflects better health for individual patients, better clinical outcomes achieved by providers, better functioning by a system of care, etc. – the outcomes that are most important to the organization, and that the program is intended to affect]

Additional evaluation questions include:
To determine whether/how much the program accomplishes __________ [additional questions may include patient or provider satisfaction, cost-effectiveness, feasibility and acceptability of the intervention, etc.].

II. Background and Significance
Research shows that improving ____ will lead to better outcomes for patients by ____.
Clinical practice guidelines recommend … . Meta-analytic reviews show … . Studies have found … .
Based on this literature, this program was designed to …

[Focus your background section on methods for achieving the triple aim. The main outcome should always be focused on better quality of care – e.g., lower rates of adverse events, fewer recurrences, higher rates of survival, better quality of life. The other 2 components of the triple aim, patient satisfaction and lower cost of care, may be secondary outcomes.]

III. Needs Assessment and Program Design
____ was identified as a problem by ____, based on ____.

Interprofessional team members collaborating on this project include: …

An analysis of the various reasons that this problem exists or issues that prompted the creation of the program for this population of patients within my organization revealed…

Include a logic model showing the link between program goals, activities, and outcome measures. You may also include a root cause analysis or other needs assessment.
Other locally collected data or literature showing that this issue is a problem are …

Describe all key components of the program in enough detail that someone else could structure a similar program. You should say who does what, at what points in time, how information flows between various program components, when evaluations are conducted, etc. It may be helpful to include a flowchart or timeline here.

IV. Methodology

A. Description of the Population to be Studied
All eligible participants seen by the organization will be included in this study. Eligibility will be determined based on . . . . The program sees a total of ___ eligible patients per year.

If sampling will be used: A ___% sample of eligible records was reviewed by ___. Records were selected by the following process . . . . Steps taken to ensure reliability of the ratings were . . . .

B. Measures and Data Collection Procedure

Outcome Measures: [these describe what happens to the patient or population as a result of the interventions that you are studying. This must match your evaluation question]
  Measure:
  Goal: [for categorical measures, state the goal as “improvement to xx%” (an exact number), not “improvement by xx%” (a percentage of the starting point)]
  Baseline Data: [if your measure is starting from 0%, discuss with your advisor to determine whether this is really the best outcome measure; changes starting from a level less than 5% tend to be statistically un-testable.] If baseline data are not available because the program does not currently exist, collect baseline data or identify a population benchmark from the literature or from other existing programs

Process Measures: [these describe what you do, how you monitor your intervention. On a logic model, they might be depicted as short-term outcomes as opposed to long-term impacts. If your program is already in existence, what processes contribute to the function of the current program? If the program is new, what new processes are you implementing?]
  Process 1:
  How are you going to track this process?
  How do we know these processes were achieved:

  Process 2:
  How are you going to track this process?
  How do we know these processes were achieved:

Balancing Measures/Unintended Consequences: [these describe any potential adverse effects of the project, such as an increase in rehospitalizations after a program to create a more efficient discharge procedure. If your program is already in existence, a balancing measure may
not be appropriate. Not every project requires balancing measures, but for most you can think of potential unintended consequences that you want to measure so that you can be sure you avoided them.]

List potential balancing measures and possible ways you might track these unintended consequences

**Data Collection Process:** [e.g., an existing report in an EMR, a newly created report or process for data tracking, manual chart abstraction (by whom, how long does it take), questionnaires, etc.]

**C. Planned Interventions Used to Evaluate the Program**
The following approaches, based on the literature, will be used to achieve the goals of this project … List ideas

Although the overall program to be evaluated is well-defined at the outset, small modifications to implementation of the program or how you evaluate the program are often made over time. These can be framed as lessons learned or tweaks to improve the program, while its core content stays the same.

**D. Potential Scientific Problems**
[describe potential problems collecting data, implementing changes, obtaining cooperation, coping with shifts in organizational priorities, financial limitations, etc. The goal of this section is to help the Bridge Committee determine whether the project is likely to succeed in reaching its goals, given the time and the resources available, or whether modifications are recommended to increase the chances that you will have a successful project outcome].

**E. Data Analysis Plan**
Data will be stored in … [e.g., Microsoft Excel, R, SPSS]. Outcome and process measures will be tracked with … [e.g., a table, a run or control chart]. Data points will be added to these charts/tables … [with what frequency?]. For program evaluation, 2 data points pre- and post-intervention may be acceptable. Pre-post intervention data will be analyzed using … [e.g., IHI rules for identifying systematic variability on control charts, Fisher’s exact test, chi-square, an independent t-test – see guidance from the ORS on what type of analysis to use for various types of data]. Descriptive statistics will be reported including … [e.g., frequencies, means, odds ratio effect size measures].

If you are using t-tests (data on a scale rather than percentages), report changes as mean and standard deviation, not as percentages, and use the appropriate power calculator for t-tests.

**V. Summarize Knowledge to be Gained**
[Sample language for Program Evaluation]: This is a program evaluation or program implementation project designed to evaluate the [efficacy, cost-effectiveness] of ________ program as well as the steps necessary to implement such a program. Knowledge to be gained will support future decision-making about the program’s value and effectiveness in an applied practice setting, and may be used to determine whether the program will be continued, modified,
or discontinued. Data from this evaluation may be disseminated to other care settings that face similar problems and that may be utilizing similar intervention programs.

VI. References