

		•••••••	ark Sheet	
Appendix 2a Written	QIP mark sheet	Acceptable	Comments	
Issue/topic	No description of issue or why important for department, no context given	Clear concise description of problem with impact on patient care – why important in this department		
structure incorrect underfiring/ good us use of bold, tables poor, incoherent narrative and unable to determine the points d project progress structure		Grammar acceptable, good use of language, tables simple and demonstrates relevant points clearly, logical structure, easy to follow and could be replicated	d use of language, es simple and construites relevant its clearly, logical true, easy to follow	
Identification/ analysis of the cause of the problem	Failure to analyse the problem sufficiently or identify root cause	Good clear analysis and identification of the cause of the problem		
Evidence found	No attempt to look for published solutions, no access to known resources for support, no critique of papers/evidence found	Good search and critical review of evidence to support change		
Structure and implementation of change	No description of mechanism /approach to change, no outline of the project plan	Clear implementation of changes: including description of tasks/ deadlines, monitoring and managing progress; all following logically from planning stage		

	Unacceptable	Acceptable	comments
Measuring outcomes	Limited measurement or assessment of impact of GIP	Develops/identifies tools to assess outcomes, implements the tool effectively	
Engagement and team working	Limited or unexplained engagement with team, no evidence of team working	Good evidence of engagement with team, minutes of meetings, discussion of options	
lleralive process	Limited evidence of iterative process, response to results or next steps implementation	Good evidence of monitoring response to change, further changes planned clearly or undertaken	
Reflection	Limited reflection on process	Reflection on both personal and institutional learning – suggestions for how this might be shared, or how might have done things differently	

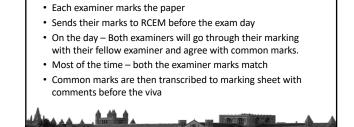
	Unacceptable	Excellent	
Overview of project	Unable to concisely summarise and give salient points	Good description of project – full but concise	
Discussion of change plans	Unable to explain why the change was implemented, the analysis of the cause	Clear description of original problem, causes and why change was chosen	
Implementation	Chaotic description of implementation	Clear implementation overview, tasks, deadlines, rationale, including planning and milestones	
Measuring and outcomes	Limited identification of the outcomes to be measured and results – limited analysis of implications of results	Able to explain measures, results and implications – and link to what was originally required	
Reflection	Limited reflection – unable to describe benefits of QIP or limitations of the project as undertaken	Can describe further improvements, how could do better next fime, how project has been sustained or further modified	

Marking

- Plagiarism checked
- Senior examiner lead for QI Reads all QIP
- Two examiners allocated to mark your QIP
- Examiners will not examine the trainees/non-trainees known to them
- Each examiner marks the QI based on the marking sheet individually

Before Marking

- Almost all examiners will review your evidence
- Almost all examiners will check the data you have written
- Checks for spelling and grammatical errors
- Highlight areas of interest and take notes
- Critically appraise
- Then start marking according to RCEM standards



Marking

Viva

- No viva after Aug 2018
- Successful and unsuccessful is based on written component
- Set Pattern
- One examiner asking questions
- Second examiner taking notes
- At times second examiner might ask questions as well

Viva

- Always a summary Maximum 2 mins
- Why chosen / what triggered
- How you derived it and what is the patient benefit
- Management tools used and obstacles
- Outcome and process measures chosen and why
- Is it sustainable
- Further steps, learning from the study

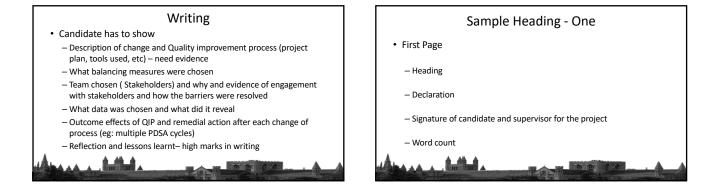
Viva

Process / Measures/ Analysis

- What made you choose this particular process / measures
- Explain your rationale for choosing this measure
- Why did you not use for example: Six Sigma/ Lean, Fish bone (cause and effect)
- Is your study an outcome or process measure
- Balancing measures Are changes designed to improve one part of the system causing new problems in other parts of the system
 Eg: For reducing time patients spend in ED with # NOF: Make sure not to miss the organic cause of fall eg: Aneurysm/PE/Syncope etc

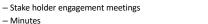
Writing

- Marking standard is well established
- · Candidate has to show
 - Issue or topic of interest
 - Good narrative avoiding grammatical and spelling errors
 - Analysis of current process/ problems
 - Literature review and some analysis of individual or important studies



Sample Headings - One

- Executive summary (Like writing a 200 word summary of a critical appraisal paper without the use of subheadings)
- Issue / Topic and Background
- Identification and Analysis of the cause of the problem
- Evidence found
- Structure and implementation of change
- Measuring outcomes
- Engagement and team working
- Iterative process
- Reflection



Appendices and References

- Educational presentation

• Appendices - example

- Presentation at regional meetings
- Prizes
- Your own learning e-learning
- Email transcripts, etc

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