



Draft Memo to Administration or Executive

Date:

MEMO

To: [Hospital Administrator/CMO/COO/CEO]

From: Dr. [Hospitalist]

Re: Optimizing Care for Acute Coronary Syndrome (ACS) Patients

Dear Dr./Mr./Ms. [administrator]:

Acute Coronary Syndrome (ACS) is a common diagnosis for our medical inpatients. In addition to its high prevalence ACS has both high morbidity and high mortality rates.

As you know, the care for ACS patients is under increasing national scrutiny through initiatives such as the CMS core measure program. Adherence to evidence-based guidelines is very low, with the quality of care ranging widely among hospitals and physicians. Were we to standardize our care, our medical center would have an opportunity to distinguish itself.

Because our hospital medicine group cares for a large portion of ACS patients at this medical center and we have a well established interest in quality improvement, with your support, we are prepared to lead a multidisciplinary effort to optimize ACS management.

Please let me know when we can meet to discuss further this significant opportunity to provide better hospital care.

On behalf of our patients and our hospital, thank you for your time and interest.

Sincerely,

Joe Hospitalist, MD



Executive Summary for QI Initiative

EXECUTIVE SUMMARY

Describe in 1–2 paragraphs the goals of your program and how it will benefit the institution.

PROJECT OVERVIEW

Background and institutional needs

Your background should provide a global perspective of the problem and data specific to your institution. End with a clear description of how your institution will benefit from the project. The background should be limited to 2-3 paragraphs. Use benchmark data related to rates of hospital core measure performance described elsewhere in this implementation guide. The most recent institutional data may be available through the quality assurance department, or extractable as described elsewhere in this implementation guide.

Project goal/objectives

Project goals and objectives should be expressed in measurable terms. Indicate a time frame for achievement. Aim for goals that are reasonable and achievable.

Project timeline (table)

Present a clear plan for completing the project. Use a table to show milestones and associated goal dates. Indicate the start date for which the timeline is dependent.

Project team

Indicate on the timeline the personnel (type and percent or amount of time) required to complete the project. Consider using an Advisory Board to assist with political issues, internal approval processes and communications across departments.

Project budget (table)

Present a clear table detailing your budget. Detail costs associated with research personnel, project evaluation and reporting, project management, administrative or clerical support, project equipment and supplies and overhead (if applicable).

RESEARCH PROTOCOL (optional)

Research questions

Demonstrate a focused project by limiting research questions to those that are “need to know” versus those that are “nice to know.” Future projects can address additional research questions. Be sure research questions and project objectives are congruent. Be sure you have budgeted the right resources and planned a timeline to answer your research questions.

Research methods

Detail data collection methods and timetables. Indicate how researcher biases will be addressed. Consider how data collection methods might affect patient confidentiality regulations.

Human subjects approval

Indicate if you are seeking IRB approval for use of human subjects and how the issue will be addressed.