Practice Strategy Author Guidelines

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Overview:
The practice strategy submission process provides a mechanism to publish strategies and exemplars of how individuals/teams have integrated quality and safety competencies and associated KSA's into practice (add like to QSEN competencies). Submissions go through a peer review process. Once submitted, the Quality, Safety and Practice Strategies (QSaPS) Committee evaluates all submissions in terms of relevance to quality and safety competencies, how well the strategy meets criteria, and overall quality of presentation including grammar and editing. Additional information:

1. Peer reviews are blinded. When possible, there will be three reviews preferably meeting the following criteria: subject matter expert relative to the submission content, QSEN expert and another expert reviewer.
2. The submission form and any additional materials submitted are sent to the reviewers
3. Reviewers are asked to evaluate the strategy against the criteria and provide timely feedback for the author(s).
4. Submissions will receive one of the following recommendations:
    a. Publish
    b. Publish with revision
    c. Review again after revision
    d. Do not publish

When submitting and/or attaching documents that accompany your strategy, please deidentify all personal and organization related information, such as name of author, affiliation, etc.

The criteria for strategies/exemplars are different from traditional peer review criteria used for evaluating journal manuscripts and are amplified below.

Title: The title should clearly describe the strategy.

Audience: Describe the individual involved in the intervention. It could be by role, title, experience level, etc.

Practice Level:
Indicate the level of practice for which the strategy is designed using Benner's framework (link to definitions of levels). If the strategy is appropriate for more than one practice level, indicated each of the levels and describe in detail, how the strategy was able to address this difference within the strategy.

Competency Domains: Select one or more quality and safety competencies that are promoted in the practice strategy/exemplar. Be certain the competency domains are clearly recognizable in

the strategy and use language consistent with quality/safety competencies (QSEN). The Competency domains/categories selected should clearly represent the focus of the strategy. (hyperlink to QSEN competencies here).

Aim of the work: What was the intended effect of the strategy.

Practice setting:
Describe the setting in as much detail as possible (e.g., physical description, personnel descriptions, unique attributes of the location, cultural aspects, etc.) in which your strategy took place. In addition, what other setting(s) would this strategy be appropriate?

Strategy outcomes. Describe evaluation methods used for the strategy ensuring the method aligns with the aim. Be specific, what measurable change did you aim to see and what trackable metric is associate, if applicable, to the work? (e.g., clinical outcomes, employee engagement scores, process alignment, etc.). If the strategy is education related, the assessment or evaluation strategies should be linked to the learning objectives. Authors are encouraged to share results of evaluation and recommendations for improvement if available.

Strategy overview: Describe the strategy and its implementation. This should be an explanation of the practice strategy/exemplar such that the reader is clear on what was implemented. Additional materials supporting the practice strategy may be submitted. If the strategy is a teaching strategy, include learning objectives and they should be written, so they identify the quality and safety knowledge, skills, or attitudes (KSAs) that your strategy is designed to develop or evaluate. Other objectives should be written in a format such as SMART (see information at end of author guidelines on Writing Outcome Objectives) *and need to link to quality and safety competencies clearly.* If the submission involves a quality improvement project, be sure they utilized a framework/format such as PDSA, Lean/A3, etc. In addition, specify any areas that would need to be tailored when others implement the QI project in their institution.

Length of the work: Be sure to describe the length, e.g. hours, days as well as the frequency of the strategy.

Resources needed: Indicate what it took to get the strategy implemented included both financial and human resources as well as technology or any other aspect of support that was instrumental in implementation.

Sustainability plan: Describe either your current process or intended plan for sustaining the strategy post implementation

Evaluation methods and outcomes: It is important to describe how you evaluated the effect of the strategy as well as the current outcomes. If it is a longitudinal review, indicate the number of years you anticipate evaluating the effect.

General instructions:
- If abbreviations or initials are used, spell out the word or term the first time, followed by the abbreviation/initials in parentheses. The abbreviation/initials may be used thereafter.
- Be sure to use spellcheck, but also edit; spellcheck will not catch correctly spelled words that are incorrect in context.
- Please reference all non-original materials used in the practice strategy.
- In addition to the filling out the sections on the online submission form, please upload the entire strategy in the upload file section, as appropriate.
- Reports of research studies (such as an abstract) or academic assignments are not appropriate and will not be accepted. If it seems to have merit, the author can convert it into a teaching strategy.

Writing Outcome Objectives
- Bloom's original taxonomy vs. Bloom's taxonomy revised
  - http://www.nwlink.com/~donclark/hrd/bloom.html
  - includes cognitive, psychomotor and affective objectives

- http://www.celt.iastate.edu/teaching/RevisedBlooms1.html - Revised Bloom's
  - Taxonomy from Iowa State University

- Kirkpatrick's Levels of Evaluation
  - https://www.kirkpatrickpartners.com/Our-Philosophy/The-Kirkpatrick-Model

- A3Thinking
- http://a3thinking.com/

- PDSA
- http://www.ihi.org/resources/Pages/Tools/PlanDoStudyActWorksheet.aspx