Process for Resident QI, Research, and Case Reports

**Case Report: Single Patient**
- Identify faculty mentor
- Determine if the journal you’re planning on submitting to requires patient consent
- Draft poster presentation

**Case Report: Multiple Patients (>2 patients)**
- Identify faculty mentor
- Determine if the journal you’re planning on submitting to requires patient consent

**Quality Improvement or Research**
- Notify Program Director & Identify faculty mentor
- Identify team:
  - Involve key stakeholders (those who are involved in the current process)
  - Reach out to Continuous Improvement or Clinical Research with questions.

**UMH-West recommends using an A3**
- Background
- Current situation (see page 2 for data resources)
- Target condition
- Gap analysis

DO NOT conduct chart reviews until the project plan has been reviewed by the Research Protocol Review Committee

**Complete the Research Protocol Review Committee (RPRC)**
- Complete project proposal
- Email RPRC Packet to research@umhwest.org for review

**Final Determination of research vs quality**
- Project sent to Quality: Quality can offer assistance with project organization and data needs.

**Conduct Study**
- Draft poster presentation

**IRB review and approval**
- Email poster to research@umhwest.org and quality@umhwest.org for review. Upon approval, you may submit your poster for printing.

You may be invited to present your work at various committees in the organization to spread lessons learned.

**Continue A3**
- Finalize gap analysis
- Recommendations
- Action plan development
- Action plan implementation
- Follow-up
# Process for Resident QI, Research, and Case Reports

<table>
<thead>
<tr>
<th>Key Resource(s)</th>
<th>Considerations for Use</th>
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| **Report-Based Data Collection** | Consider using this data collection approach if any of the below apply:  
- Multiple, more complex data points are needed  
- Data is in discrete fields in the medical record  
- Data is claims-based |
| • Investigate existing reports with department/service line-based professionals/Blue Cross Blue Shield Collaboratives  
• Fill out data request form (EDIS M-Net page)  
• Slicer Dicer | |
| **Manual Data Collection** | Consider using this data collection approach if any of the below apply:  
- There are a few key data points being investigated  
- Data needs are centered around feedback from key stakeholders/stakeholder experiences with a particular process  
- Data is not in discrete fields in the medical record  
- Human interpretation of medical record data is needed during the data collection process |
| Consider using:  
- Frequency chart/pareto chart (template on Continuous Improvement M-Net page)  
- Tally  
- Time Study  
- Survey (if using Survey Monkey, Chris Maldonado has a UMH-West account)  
- Chart review and standardized review form/excel workbook | |
| **MSU SCS Resources** | Complete scholarly activity request form:  
https://scs.msu.edu/sa/supportservices/  
Contacts: Bill Corser, PHD, RN: corser@msu.edu  
Sam Wisniewski, MS: samw@msu.edu |
| Support services are available to augment your ongoing project planning, conduction, and dissemination activities. | |
| **Library** | Mary Loftis [Mary.Loftis@umhwest.org](mailto:Mary.Loftis@umhwest.org) is available intermittently as a resource. |
| [https://mret.umhwest.org/departments/library/](https://mret.umhwest.org/departments/library/) | |
| **UMIHW Resources** | Scholarly activity support and project development including developing question, RPRC and IRB submissions, statistical assistance/data analysis, abstract development, poster/podium development, manuscript development, journal club presentation preparation. |
| Tracy Koehler, PhD  
• tracy.koehler@umhwest.org | |
| **ReQIPS Committee** | Can attend a meeting or request your residency representative to bring any questions or concerns. |
| Coordinator: deborah.disier@umhwest.org  
Faculty: adam.wolfe@umhwest.org  
Quality & P.S.: brooke.sienierski@umhwest.org  
Research: cindy.karl@umhwest.org | |
| **Michigan Medicine** | Pilot program as of Spring 2022. More information to come. |
| Mentoring program |