

Instructions for a Quality Project Submission to the IRB

A

Complete the UW – Madison Self-Certification Tool for Quality Improvement projects.

The tool is found here: https://uwmadison.co1.qualtrics.com/SE/?SID=SV_3lVeNuKe8FhKc73

QUESTION TIPS

Name of Project Lead/Investigator

List your name with your department/credentials.

Examples:

- John Smith, MD, OB/Gyn Resident
- Joe Larson, RN, Med Surg Unit

Brief Description of Project/Goals

Say See Attached. Use the outline below to create a separate document.

Complete the rest of the questions.

Save the self-certification to PDF.

NOTE – List your department mentor as well as yourself if the purpose of this project is to meet an educational requirement.

B

Include the information below in a SEPARATE DOCUMENT.

1. Identifying Information

- a. List people and their titles/departments.
- b. Project Title

2. Background – this can be brief but should provide context as to why you are proposing this project.

3. Project Purpose/Goals/Aims

- a. Describe the main intent of the project.
- b. Give a simple explanation of what you will be doing.
- c. Explain why this is a quality project and not research. **Tell how your project will improve care at UnityPoint Health – Meriter.** Use the [chart here](#) to help you justify your reasoning.
- d. Identify clearly your patient population (inclusion/exclusion criteria).

4. Procedures or Methods Involved.

- a. If you are interacting with patients in one of our clinics or medical units, please **name the manager who has granted you permission to interact with patients.**

5. Data Security

- a. Will you be recording identifiers with your data?
- b. Describe where the data you are collecting will be stored.
- c. How long will identified data be kept?
- d. When will identifiers be destroyed?

6. Writing Tips

- a. No run-on sentences.
- b. The first time an abbreviation appears it should be in parentheses following the proper wording, such as "urinary tract infection (UTI)." Thereafter the abbreviation may be used alone.
- c. It is always wrong to assume that everyone reading your paper, or any other document for that matter, is an insider and knows what you know.
- d. Bullets are fine to use but should be vertical, creating a nice list, not horizontal.

C

Email Self-Certification and Project Description to IRB Office

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Examples

The image shows a screenshot of a web-based form titled "UW-Madison QI/Program Evaluation Self-Certification Tool". At the top, there is a logo for "Health Sciences Institutional Review Boards" featuring a shield with a 'W'. Below the logo, the title "UW-Madison QI/Program Evaluation Self-Certification Tool" is displayed. The form contains several input fields and instructions:

- Name of Project Lead/Investigator:** A text input field with a red-bordered callout box containing the instruction "List names with department/credentials." Below this field, a list of names is shown: "C", "MD, GI Fellow", "MD, GI Faculty", and "IM Resident". Each of these names is circled in red.
- Project Title:** A text input field containing the text "Impact of COVID-19 on".
- Brief Description of Project/Goals:** A text input field containing the text "See attached". A yellow-bordered callout box points to this field with the instruction "Put description in separate Word Document."