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**Compassion in Practice Quality Assurance Rating Tool**

**Please use the Quality Assessment Guide on page 6 to complete this tool**

**Name of project or activity:**

**Project/activity design**

1. What question or issue was being addressed by the project/activity?

Is the question clearly described?

Yes No Not clear

Is it clear who the project/activity was aimed at?

Yes No Not clear

Any other comments:

1. Is there a clear statement of the aims and objectives of the project/activity?

Yes No Not clear

Any other comments:

1. Were the methods clearly described?

Yes No Not clear

Any other comments:

1. Was an Equality Impact Assessment undertaken?

Yes No Not clear

Were there any issues arising from the assessment? If ‘yes’ what were they?

1. Has the project/activity been based on current research evidence, and other information/support, that was available?

Yes No Not clear

Is there evidence this was integrated into the project?

Yes No Not clear

Have sources of evidence, information and support been cited?

Yes No Not clear

Any other comments:

1. Was the project/activity plan reviewed or evaluated before it started i.e. peer or independent review?

Yes No Not clear

**People we care for, carer and workforce involvement**

1. Were people we care for or carers involved in the project/activity design?

Yes No Not clear

How were they involved?

1. Were there any ethical issues in involving people we care for or carers and were they taken into account?

Yes No Not clear

Any other comments:

1. Did the project/activity report any direct impact on the experiences or satisfaction with care of the people we care for?

Yes No Not clear

Any other comments:

1. Were staff involved in designing the project/activity?

Yes No Not clear

How were they involved?

1. Did the project/activity report any direct impact on staff experience or clinical/care outcomes?

Yes No Not clear

Any other comments:

**Outcomes**

1. Did the project/activity meet its stated objectives?

Yes No Not clear

Any other comments:

1. What outputs and outcomes have been achieved?
2. Have any areas of uncertainty, barriers, or risks been identified and described?

Yes No Not clear

Any other comments:

1. What are the benefits from the project/activity for:

The Action Area:

Compassion in Practice strategy in general:

**Impact of the study or project**

1. What changes or improvements have been implemented as a result of the project/activity?
2. How will the changes or improvements be sustained?
3. Can the findings be transferred to other settings?

Yes No Not clear

Any other comments:

1. Since the completion of the project, how have any changes or improvements to practice been evaluated or reviewed?

*(only answer this question if following completion of the project there has been sufficient time for it to be evaluated or reviewed e.g. 12 months since completion)*

What measures have been used?

What were the results?

**Funding**

1. Was the project/activity completed within the agreed funding and time scales?

Any other comments:

**Quality assessment:**

| **Excellent**  |  |
| --- | --- |
| **Good**  |  |
| **Satisfactory**  |  |
| **Unsatisfactory**  |  |
| **Poor**  |  |

**Excellent** Demonstrates high quality by evidencing achievement across all areas

**Good:** Demonstrates high quality evidence across most areas

**Satisfactory**: Demonstrates reasonable evidence of quality

**Unsatisfactory:** Does not demonstrate sufficient evidence of quality

**Quality Assessment Guide**

| **Grade: Descriptor** | **Indicator**  |
| --- | --- |
| **Excellent**: Demonstrates high quality by evidencing achievement across all areas | 1. Clear statement of question/problem to be addressed with identification of target population/group.
2. Aims and objectives clearly stated with indication of associated methods/approaches used to achieve these.
3. Equality Impact Assessment completed
4. Project/activity underpinned by current research evidence and evidence/information sources accurately cited and integrated into report.
5. Project/activity plan reviewed prior to commencement
6. Workforce and/or People we care for involved in designing project/activity where they are focus of activity/project
7. Clear record that ethical issues were considered and addressed as appropriate
8. Evidenced reports of direct impact on workforce (experience/clinical or care outcomes) and/or people we care for (experience/satisfaction) where they are the focus of activity/project
9. Clear indication of whether objectives were achieved with evidenced reporting of associated outcomes
10. Areas of uncertainty, barriers, or risks related to project/activity identified and described
11. Contribution of outcomes to Action Area clearly reported
12. Association between outcomes and wider CiP strategy stated
13. Indication of changes/improvements implemented as a result of project/activity
14. Clear consideration given to sustainability and/or indication of possible transferability of changes/improvements
15. Project/activity completed within allocated funding and timescales
 |
| **Good**: Demonstrates high quality evidence across most areas  | **At least 11 of the evidence indicators above must be positive or ‘clear’ with no more than 4 negative or ‘unclear’** responses  |
| **Satisfactory**:Demonstrates reasonable evidence of quality | **At least 8 positive or ‘clear’** responses to evidence indicators above |
| **Unsatisfactory**:Does not demonstrate sufficient evidence of quality  |  **4 or less positive or ‘clear’** responses to evidence indicators above |
| **Poor**:No demonstration of evidence quality | **No evidence** of any of the indicators identified above |