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### Pathway & Protocol Charter

Project Name:

Department/Area:

Project Start Date:

*Submit to Amy Vacek: avacek@childrensomaha.org or x5614*

**Problem Statement** What problem have you identified? What data do you have to support that this problem exists?

**Project Scope** Who/what areas or phases of care will this project affect?

**Baseline Metrics** What local and/or national data supports the need for this pathway? What is our baseline?

**Team Goals** What are you intending to achieve? What are potential unintended consequences?

**Metrics** What metrics will you use, written in SMART format (see below) and how will you track them to show your change resulted in improvement? 3-4 metrics including a balancing measure are recommended

1. Outcome (primary driver for the change)
2. Outcome
3. Process
4. Balancing

**Are there existing tools (order sets, protocols, guidelines, algorithms, flowsheets, etc.) that should be modified or reviewed based on this project?**

**Project Champion(s)**:

**Team Members** Who are the right people to develop this change?

**Key Stakeholders** Anyone affected by the change but isn’t on the team – List by department or job title

**Steps to Success (for Pathway Steering Committee to complete):**

[ ] Charter completed and approved by PSC

[ ] Literature review completed with written Executive Summary

[ ] Process for data collection and review established

[ ] Develop algorithms and order sets

[ ] Relevant policies/order sets/algorithm edited and approved by stakeholders and PSC

[ ] Approved materials sent to marketing for posting

[ ] Communication and education plan implemented

**SMART Metrics**

Specific: Make sure to answer the 5 Ws (Who,What, When, Where, and Why).

Measurable: Give explicit inclusion and exclusion criteria for your metric (for BOTH the numerator and denominator if the metric is a proportion).

Achievable: Realistic in terms of changes to clinical practice/workflow and in attaining the data required to measure progress.

Relevant: Give the evidence in terms of why this project is important overall and for our hospital in particular.

Time bound : Short-term and long term progress targets with set dates (6-month, yearly, and end-of-project recommended).