

EVIDENCE BOOSTER WEB FORM USER MANUAL

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EVIDENCE BOOSTER WEB FORM: USER MANUAL

1. Introduction

The Registered Nurses' Association of Ontario's (RNAO) evidence boosters are two-page infographics that demonstrate the impact of best practice guideline (BPG) implementation on clinical and organizational outcomes.

The evidence booster web form is an online page available through the Nursing Quality Indicators for Reporting and Evaluation (NQuIRE) home page. The web form allows Best Practice Spotlight Organizations (BPSO)[®] to input their NQuIRE data and corresponding descriptive text by filling out specific fields. This information is then auto-populated to create a standardized evidence booster in PDF format.

RNAO has designed the evidence booster web form to support BPSOs to create their own evidence boosters. They can be shared with executives, managers and care staff to showcase the positive outcomes being achieved through BPG implementation using NQuIRE data.

1.1 Purpose

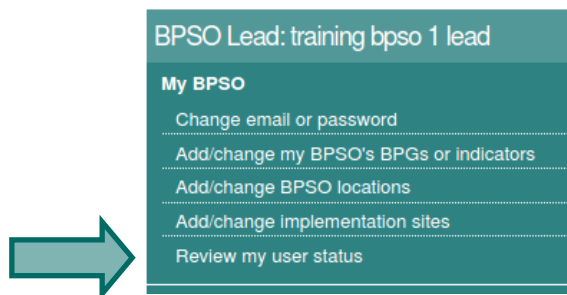
This user manual provides instructions on how to create an evidence booster using the NQuIRE evidence booster web form.

2. Adding an organization logo

Log into your NQuIRE data system account.

The first screen that is shown is your User Status page if not please select "Review my user status" option from My BPSO Menu bar located on the right hand side of your screen.

Figure A: NQuIRE My BPSO Menu



2.1 Configuring the BPSO Logo

RNAO has added a new section in the user status page to allow users to upload their own organization logo. With this feature they would be able to showcase it when creating an Evidence Booster.

Step-by-step instructions are provided and outlined below:

1. Click “Add a logo” from the BPSO Logo section.

Figure B: User Status – BPSO Logo

Home » training bpso 1 lead

training bpso 1 lead

User status

BPSO Lead User

	User account and password is active	Password will expire on 10 Dec 2021
	Select the BPGs your BPSO is implementing	Selected 3 BPGs in total
	Select the indicators your BPSO is collecting	Selected 11 indicators in total
	→ Addictions and Mental Health cluster	0 BPGs Edit this cluster
	→ Chronic Disease cluster	0 BPGs Edit this cluster
	→ Clinical Management cluster	2 BPGs 4 process, 3 outcome indicators Edit this cluster
	→ Foundational cluster	0 BPGs Edit this cluster
	→ Older Adults cluster	0 BPGs Edit this cluster
	→ Structure Indicators cluster	1 BPG 4 monthly, 0 annual indicators Edit this cluster
	→ Women and Children cluster	0 BPGs Edit this cluster

BPSO Logo

Register BPSO Logo Do you want to add a BPSO logo
[Add a logo](#)

2. When you access this link the user will be shown a configuration page where you will be asked if you want to add a BPSO logo. By default this option is set to “No”, choose “Yes” to enable further questions of implementing this BPSO logo.

Figure C: Configure page for BPSO Logo

Home » training bpso 1 lead » Edit

training bpso 1 lead

BPSO Logo

Do you want to add a BPSO logo *

Indicate if you would like upload an image of your BPSO logo.

Yes
 No

Implementing BPSO Logo

BPSO Logo *
Please upload an image of your BPSO logo.
Files must be less than 256 MB.
Allowed file types: .png .gif .jpg .jpeg.

No file selected.

Are you using this logo in the Evidence Booster? *

Yes
 No

3. Click “**Browse**” button to search for the BPSO logo that you want to display in the Evidence Booster, the size of the file can be upto 256 MB and allowed types of files are png, gif, jpg, and jpeg

Figure D: Search for BPSO Logo

Implementing BPSO Logo

BPSO Logo *
Please upload an image of your BPSO logo.
Files must be less than 256 MB.
Allowed file types: png gif jpg jpeg.

Browse... No file selected. Upload

Are you using this logo in the Evidence Booster? *

Yes
 No

Save

4. Once you have selected the image please click the “**Upload**” button to upload it. To make sure you have selected an image you will see the name of the file beside the upload button.

Figure E: Upload BPSO Logo

Implementing BPSO Logo

BPSO Logo *
Please upload an image of your BPSO logo.
Files must be less than 256 MB.
Allowed file types: png gif jpg jpeg.

Browse... bpso_web.png Upload

Are you using this logo in the Evidence Booster? *

Yes
 No

Save

5. Select “**Yes**” if you are using the upload logo in the Evidence Booster. To save all these configuration you must select the “**Save**” button and you will be ready to create your Evidence Booster with the logo of the organization.

Figure F: Accepting to use the BPSO Logo


BPSO Logo

Do you want to add a BPSO logo *
Indicate if you would like to upload an image of your BPSO logo.

Yes
 No

Implementing BPSO Logo

BPSO Logo *
Please upload an image of your BPSO logo.

 bpso_web.png (5.34 KB) Remove

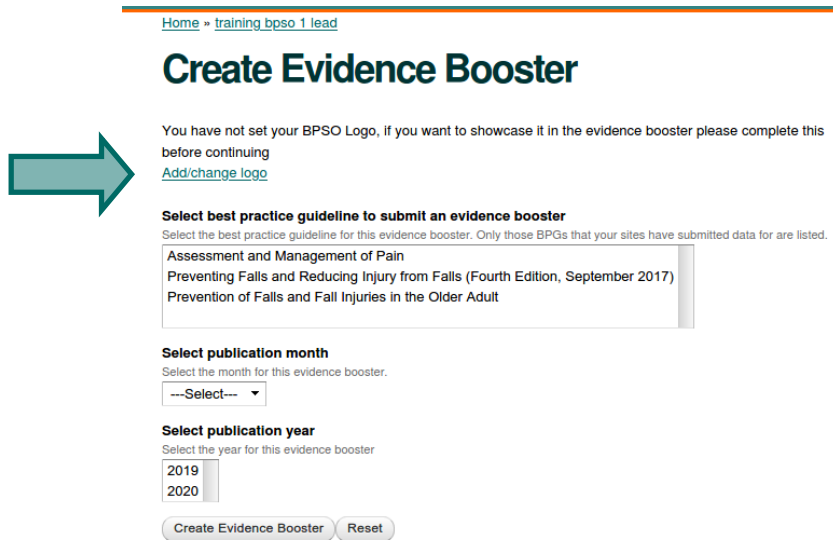
Are you using this logo in the Evidence Booster? *

Yes
 No

Save

Caution: If you by error leave the question of using the logo in the Evidence Booster with its default value set to “No” there will be a message at the top page when you access the menu option “Create Evidence Booster”. If you want to use your uploaded logo then click “**Add/change logo**” link which takes you back to the configuration page of the logo. Make sure you select “**Yes**” to the question Are you using this logo in the Evidence Booster. Save your change by clicking the “**Save**” button. You will need to Access “Create Evidence Booster” option from My NQuIRE Evidence Boosters Menu bar located on the right hand side of your screen (follow section 3).

Figure G: Setting the use of the Logo in the Evidence Booster



The screenshot shows the 'Create Evidence Booster' web form. At the top, there is a breadcrumb trail: 'Home » training.bps0.1.lead'. The main heading is 'Create Evidence Booster'. Below the heading, a message states: 'You have not set your BPSO Logo, if you want to showcase it in the evidence booster please complete this before continuing'. A green arrow points to the 'Add/change logo' link. Below this, there is a section titled 'Select best practice guideline to submit an evidence booster' with a sub-instruction: 'Select the best practice guideline for this evidence booster. Only those BPGs that your sites have submitted data for are listed.' A list of guidelines is shown in a scrollable box: 'Assessment and Management of Pain', 'Preventing Falls and Reducing Injury from Falls (Fourth Edition, September 2017)', and 'Prevention of Falls and Fall Injuries in the Older Adult'. Below the list, there are two dropdown menus: 'Select publication month' (set to '---Select---') and 'Select publication year' (set to '2019'). At the bottom, there are two buttons: 'Create Evidence Booster' and 'Reset'.

3. Creating an Evidence Booster

Log into your NQuIRE data system account.

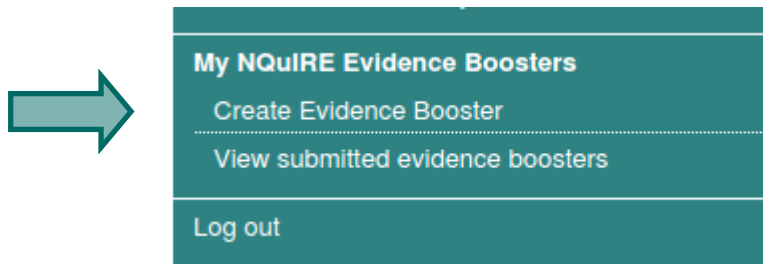
Consider the BPG, practice changes and clinical outcomes your organization would like to showcase in the evidence booster. Determine the NQuIRE reports you want to include in the evidence booster. Before you begin, download the selected NQuIRE reports and save them to a secure folder on your network as a JPEG or PNG image and rename the file.

3.1 Completing the Evidence Booster Web Form

Step-by-step instructions are provided and outlined below:

1. Ensure you are on the NQuIRE home page. Select the “Create Evidence Booster” option from the My NQuIRE Evidence Boosters Menu bar located on the right hand side of your screen.

Figure H: My NQuIRE Evidence Booster Menu



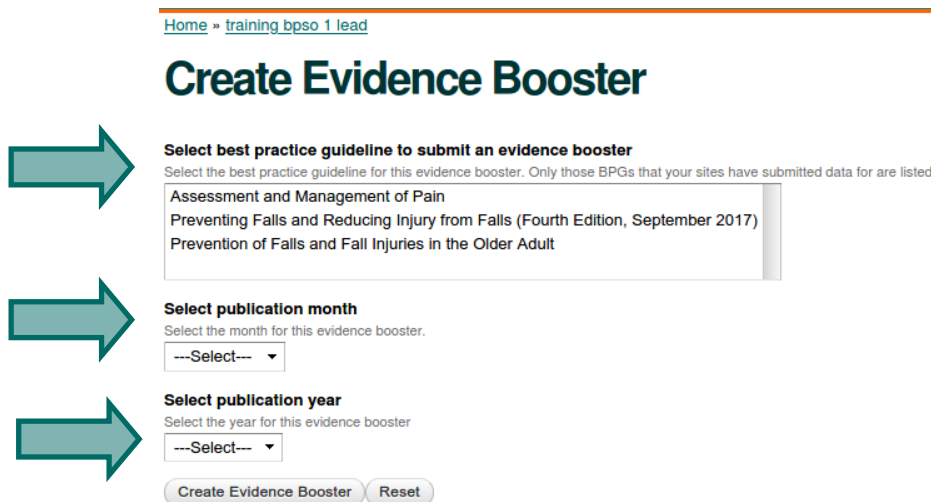
2. **Select a BPG:** Select a BPG from the generated list you wish to showcase in the evidence booster. The generated list only includes BPGs that your organization has submitted NQuIRE data on.

3. **Select publication month:** Select the month.

4. **Select publication year:** Select the current year.

5. **Click on “Create Evidence Booster”.** This will direct you to the evidence booster web form.

Figure I: Create Evidence Booster

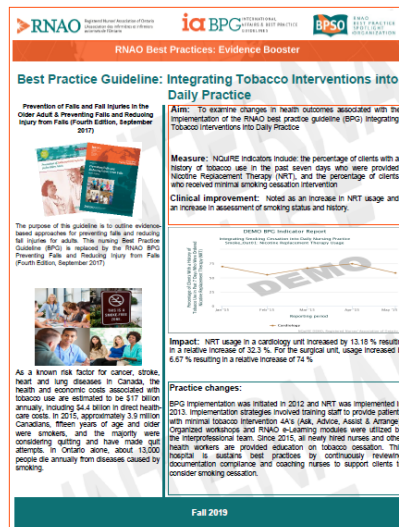


Caution: An error message will appear at the top of the page, if you have already created an evidence booster with the same parameters selected (BPG, season, and year).

3.1.1 Instructions to Complete Page 1 of the Evidence Booster Web Form

1. **Evidence Booster Title:** Create a suitable title to summarize the content of the evidence booster. This title will identify the BPG’s clinical or health topic and the clinical improvements being reported.
2. **Aim:** This section identifies the objective of the evidence booster. See Figure C for an example. [Max. 40 words]
3. **Measure:** This section identifies the measure(s) (i.e. indicators) that were included in the analysis to demonstrate impact of the BPG implementation. See Figure C for an example. [Max. 40 words]
4. **Clinical Improvement:** This section identifies the improvement (increase/decrease) with respect to the utilized measure(s). See Figure C for an example. [Max. 40 words]

Figure J: Example of Aim, Measure, and Clinical Improvement



Aim: To examine changes in health outcomes associated with the implementation of the RNAO best practice guideline (BPG) Integrating Tobacco Interventions into Daily Practice.

Measure: NQuIRE indicators include the percentage of clients with a history of tobacco use in the past seven days who were provided Nicotine Replacement Therapy (NRT) and the percentage of clients who received minimal smoking cessation intervention.

Clinical improvement: Noted as an increase in NRT usage and an increase in assessment of smoking status and history.

5. **Organization and BPG clinical topic:** Fill out this section with information about your organization such as:

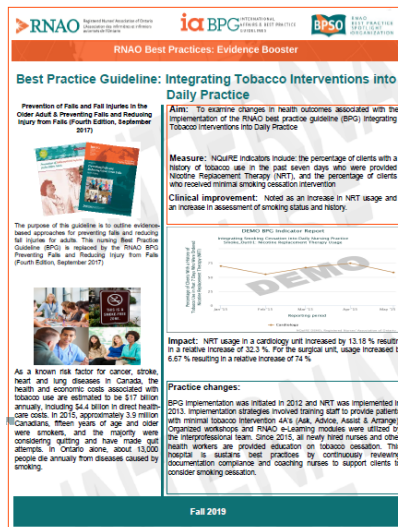
- Health sector your organization represents;
- Size of your organization; and
- Any other high-level relevant facts.

Provide a rationale for selecting the identified BPG for implementation. Examples include: relevance of the BPG to the clinical practice area or setting, identification of practice gaps, to meet a quality improvement goal etc. You could also include information about the importance of the BPG’s clinical topic such as:

- Prevalence, incidence or cost; and
- Impact on patient outcomes including, quality of life, morbidity and/or mortality.

See Figure D for an example. [Max. 80 words]

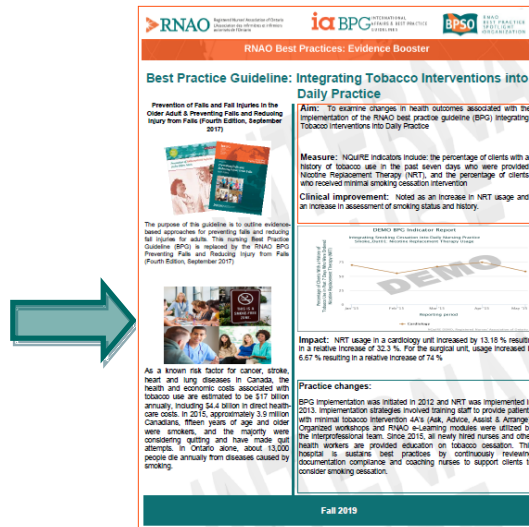
Figure K: Example of Organization and BPG Clinical Topic



Consumer tobacco is a known risk factor for cancer, stroke, heart and lung diseases. In addition to the devastating health effect, the health and economic costs associated with tobacco use are estimated to be \$17 billion annually, including \$4.4 billion in direct health-care costs. In Ontario, about 13,000 people die annually from diseases caused by smoking. In 2015, approximately 3.9 million Canadians, 15 years of age and older were smokers, and the majority tried to quit.

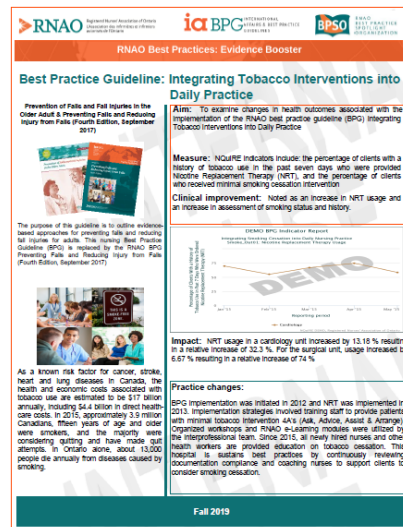
6. **Insert Picture:** Add a picture of your organization or the clinical topic area of the BPG.

Figure L: Insert Picture



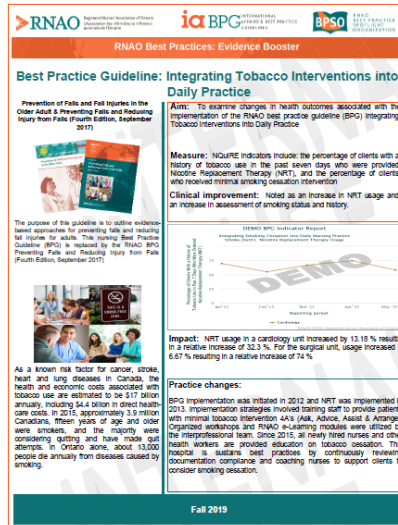
7. **Insert Figure 1.** Click on the icon for “**Choose File**” and “**Upload**” to insert your NQuIRE report. The uploaded NQuIRE report will visually demonstrate the impact of the BPG on clinical outcomes and can include run charts such as single indicator or indicator overlay reports.

Figure M: Insert Figure 1



8. **Impact:** Provide a narrative summary of the analysis based on Figure 1 [Max 40 words].

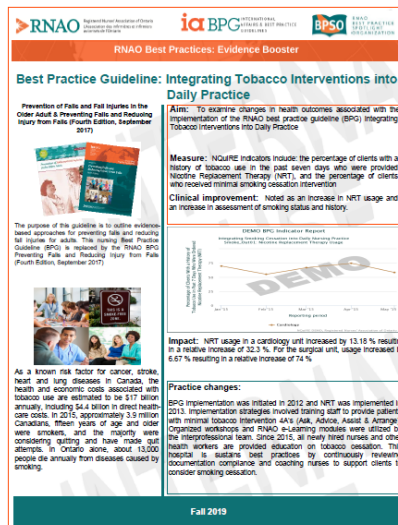
Figure G: Example of Impact Summary



NRT usage in a cardiology unit increased by 13.18 per cent resulting in a relative increase of 32.3 per cent. For the surgical unit, usage increased by 6.67 per cent resulting in a relative increase of 74 per cent.

9. **Practice Changes:** This section provides a detailed description of practice changes in your setting based on the guideline implementation and corresponding to the analysis presented in Figure 1. [Max. 80 words].

Figure H: Example of Practice Changes for Figure 1



BPG implementation was initiated in 2012 and NRT was implemented in 2013. Implementation strategies involved training staff to provide patients with minimal tobacco intervention 4A's (Ask, Advice, Assist &

Arrange). Organized workshops and RNAO e-Learning modules were utilized by the interprofessional team. Since 2015, all newly hired nurses and other health workers are provided education on tobacco cessation. This hospital sustains best practices by continuously reviewing documentation compliance and coaching nurses to support clients to consider smoking cessation.

3.1.2 Instructions to Complete Page 2 of the Evidence Booster Web Form

1. **Insert Figure 2.** Click on the icon for “Choose File” and “Upload” to insert your NQuIRE report. The uploaded NQuIRE report will visually demonstrate the impact of the BPG on clinical outcomes and can include run charts such as single indicator or indicator overlay reports. This report should be different from the report uploaded on Page 1.

Figure I: Insert Figure 2



2. **Impact:** Provide a narrative summary of the analysis based on Figure 2 [Max 40 words].

3. **Practice Changes:** This section provides a detailed description of practice changes in your setting based on the guideline implementation and corresponding to the analysis presented in Figure 2. [Max. 80 words].

Figure J: Practice Changes for Figure 2



4. **Conclusion:** Provide one to two sentences that summarize the overall content of the two-page evidence booster [Max. 50 words].

Figure K: Example of Conclusion



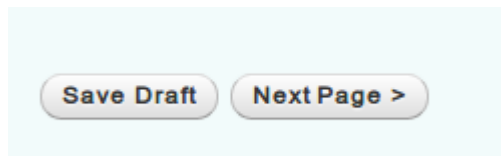
This analysis demonstrates an increase in the percentage of clients using nicotine replacement therapy and an increase in the number of assessments of clients' smoking status and history for two BPSOs that implemented RNAO's best practice guideline, Integrating Smoking Cessation into Daily Nursing Practice, 2007 (2nd Ed.).

5. **References:** Provide additional references if any. See Figure L. References should be cited in text followed by the number in parenthesis e.g. (1) corresponding to the reference in the reference list. References in the reference list follow APA format.

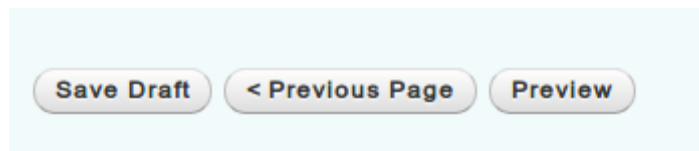
Figure L: References

3.3 Navigating the Web Form

Save Draft: On Page 1 of the evidence booster web form, you can “Save Draft” or go to the “Next Page”. You can select “Save Draft” if you want to finish the evidence booster at a later time. You will need to finish the draft before you can create a new evidence booster.



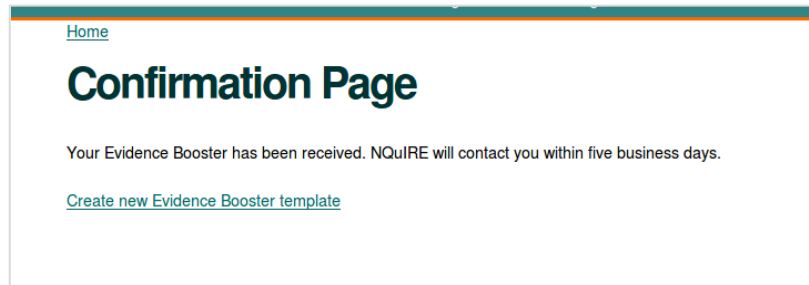
Preview: On Page 2 of the evidence booster web form, you must select “Preview” to show what the evidence booster looks like before submitting.



Submitting the Evidence Booster: On Page 2 of the evidence booster web form, you can select “Submit” to submit the evidence booster.



Confirmation: The confirmation page will display a message indicating the evidence booster has been received. You can continue to create another evidence booster directly from this page by clicking on the link "Create new Evidence Booster". If you want to go back to the main page, click on the link "Home".



3.4 Support and Publication

For additional support, please contact nquire@RNAO.ca.

The evidence boosters created with the web form are submitted to the NQuIRE team at RNAO. The NQuIRE team will contact you within five business days of receiving the submitted evidence booster. NQuIRE will support with final editing of the evidence booster and release the final version back to you.

All evidence boosters created by RNAO are free for download on the RNAO website: <https://rnao.ca/bpg/evidence-boosters>.