

NQuIRE® Getting Started Guide

This Getting Started Guide was developed to provides an outline for the phases of NQuIRE participation.

Preparation Phase	Resources Required
Sign BPSO and NQuIRE's data usage agreement	RNAO Senior management
Attend BPSO Launch	
Identify and form a BPSO team who will assist with developing and supporting a data collection plan	Senior management Informatics/data coordinator Clinical staff Other stakeholders as appropriate
Identify BPGs that have indicators	NQuIRE team NQuIRE Demo Site under 'Data Dictionaries' tab to view a current list of available data dictionaries
Identify the units/programs/services that will be participating in NQuIRE	BPSO/NQuIRE team
Receive email invitation to Demo site and practice: -site registration; and -indicator selection	NQuIRE team
Provide training to other team members in the Demo site	BPSO lead and relevant team members
Registration Phase	Resources Required
Attend NQuIRE orientation session – Evaluation Training	NQuIRE team
Get invited to Live site	NQuIRE team
Review User Manual and training videos	https://nquire.rnao.ca/user-manual https://nquire.rnao.ca/training-tab
Enroll your BPSO by setting up your BPSO Lead account	Training videos
Invite implementation site users (if applicable)	Training videos
Register implementation sites	Training videos
Download data dictionaries and review indicators	NQuIRE site

Data Planning Phase	Resources Required
Finalize indicator selection	BPSO team
Finalize data collection plan	BPSO team
Finalize sample size/methods and implementation sites	BPSO team
Attend consultation with NQURE Team	BPSO team including BPSO lead and any NQURE users (Informatics, IT) NQURE team
Assign and train staff member(s) on data collection	BPSO lead
Data Collection Phase	Resources Required
Finalize Implementation Site Users (if applicable)	BPSO lead
Finalize selection of data submission method (online vs. import template)	BPSO team IT/decision support
Start collecting monthly data	BPSO team
Assign and train staff member(s) on data submission	BPSO lead
Evaluation Phase	Resources Required
Attend NQURE orientation session – Data Quality, and Interpreting and Sharing NQURE Reports	NQURE team BPSO Lead and relevant team members (e.g. BPSO data entry support)
Develop plan for disseminating NQURE reports within organization and to whom	BPSO team Senior management
Submit data to NQURE (submission deadline will be determined by NQURE)	BPSO lead/implementation site user(s)
Share NQURE reports with key stakeholders	BPSO lead
Continue to collect data and add new implementation sites, BPGs, and indicators as implementation rolls out	BPSO lead BPSO team