

User guide



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Introduction

BMJ Quality supports individuals and teams through healthcare improvement projects and onto publication. We provide the necessary framework, learning modules, tools and resources to make healthcare improvement simple.

You can use the platform to:

- Start a new quality improvement project
- Record projects that you have completed using our 'fast track' route
- Submit completed projects for publication in BMJ Quality Improvement Reports journal (qir.bmj.com)
- Develop your knowledge through our exclusive BMJ Learning modules covering areas such as Methods for Improvement, Clinical Leadership and Measurement
- Collaborate with other team members on projects
- Add a mentor for guidance on your project
- Communicate with the global quality improvement community

My Dashboard Get started Organization FAQs	s Journal News Community
My projects: New Project	Welcome to BMJ Quality:
effective interventions Status: Status	 and to your 'new look' BMJ Quality dashboard. We hope that you find it more user friendly and the new resources useful. If you haven't started your project yet just click 'new project' on the left panel. If you need a little more help - >> Join our next Getting started webinar >> Email us at support(Qbmj.com with your questions.
Latest improvement reports: Improving weekend patient handover 26 Nov 2013	Learning Resources:

Section 1 Navigation bar

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The navigation bar can be found at the top of your screen:

Drij					
My Dashboard FAQs	Get started	Organizations	Journal	News	Community

The **My Dashboard** tab will take you to your dashboard. This is the page you see when you log in each time. This menu item is personal to you and not available unless you are logged in.

The **Get Started** tab will enable you to see other BMJ quality products available to you. There is also an introductory video and a brochure with more detailed information about BMJ Quality.

The **Organizations** tab takes you to a page which provides information for organizations who may be interested in purchasing BMJ Quality products for a group.

The **Journal** tab takes you to the BMJ Quality Improvement Reports journal. Here you will see projects that have been carried out using BMJ Quality and have been submitted for peer review and accepted for publication. This is where your project will go, if you submit using the single click process and the report is accepted for publication.

The **News** tab gives you details of all the latest events, webinars, website updates, useful links and blogs.

The **Community** tab takes you to an online global community of Quality Improvement. Here logged in users have the opportunity to communicate with other users around the world.

The FAQ tab will help you to find solutions to most of your BMJ Quality related questions.

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Section 2 Overview of 'My Dashboard'

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'My Dashboard' is your personal homepage.

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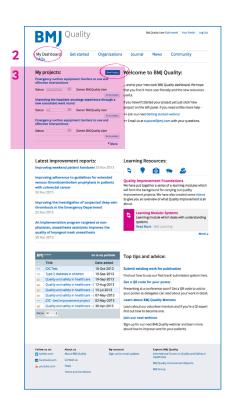
To the left side of the Dashboard you have the **My projects** section. This provides you with the list of projects that you are currently undertaking and those you have completed.

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There is a **New Project** button at the centre of the screen. This will create a project workbook. Once a project is created, a list of projects will be created on your dashboard. You can access each project workbook by either clicking on your project title or the 'go to project' button.

Below the project title is the status bar. This reflects the progress you are making through your online workbook. Next to the status bar is the message icon. When a new message is received from your project mentor or team member, it will show up here. You will be able to start a new conversation from within your project.

Next to the message icon is the name of the project owner. This is the name of the person who created the project. This will help to indicate the projects that you have initiated and those that you have been added to.



Section 2 Overview of 'My Dashboard' continued

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Also on 'My Dashboard' is **BMJ Portfolio**. You can use this to keep track of the learning that you complete as you work through your BMJ Quality project. When creating a new project, you will be given the option of whether or not you would like to keep a record of the project here.

BMJ	Portfolio G	io to my portfolio	Top tips and advice:
	Title	Date added	
	JOC Test	10-Oct-2013	Submit existing work for public
	Type 2 diabetes in children	19-Sep-2013	Find out how to use our 'fast track'
	Quality and safety in healthcare	19-Sep-2013	Cat a OB anda far your postar
	Quality and safety in healthcare -	12-Aug-2013	Get a QR code for your poster
	Quality and safety in healthcare - i	i 15-Jul-2013	Presenting at a conference soon?
	Quality and safety in healthcare -	07-May-2013	your poster so delegates can read
	JOC - test Improvement project	02-May-2013	Learn about BMJ Quality Mento
	Quality and safety in healthcare -	30-Apr-2013	Learn about our volunteer mentors
Status	ali 🔶		find out how to become one.

To the right of portfolio you will find **Learning Resources** which contains a range of learning materials to help improve your understanding of Quality Improvement.

Quality Improvement Foundations
Quality Improvement Foundations
We have put together a series of e-learning modules whi will form the background for carrying out quality improvement projects. We have also created some video to give you an overview of what Quality Improvement is a about.
Eearning Module: Systems Learning module which deals with understandin systems Read More - BMJ Learning
i t

The Learning Resources are listed under five separate tabs and contain BMJ Learning modules, videos and tools:

- 1 Quality Improvement Foundations 🔍
- 2 Ideas into Improvement
- 3 Impact on Care
- 4 Teamwork
- 5 Clinical leadership



Section 3

Creating a new project

Your projects are managed from 'My Dashboard'. To start a new project you will need to select the 'new project' button.

My projects: Emergency suction equipment: barriers to use and effective interventions ... and to your 'new look' BMI Quality dashboard. We h

This will open a box and you will need to complete the following fields:

• Project Name

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- Workbook type
- Deadline as agreed with your team/mentor
- Organization where the project is taking place
- Clinical area this should match the category of the journal it would be found in if published

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These details can be edited later on if they change.

Once you have entered all of the relevant information, click on the 'save' button. You will now have the opportunity to add your project to BMJ Portfolio.

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Section 4

Selecting a mentor and team members

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To add a mentor and/or team members to a specific project, select your project from your dashboard by clicking on the link or the corresponding **go to project** button.

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Once your project is open, click on the **No mentor selected** or **No members selected** link in the project workbook.

This will open up a page that allows you add a mentor and team members as well as to edit elements of your project details.

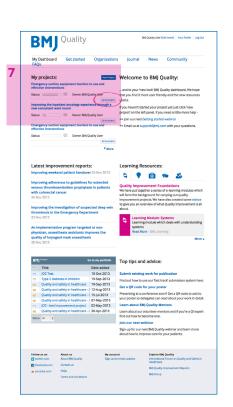
To add a member they must also be a registered user. They are searchable by the email address that they used to register. Those added to your project will be able to work collaboratively with you and will also be listed as authors.

If you wish to add a mentor you have two options:

- i To add a mentor of your choice
- ii Add a volunteer mentor

For option i type the email address of your chosen mentor into the relevant box and press 'Save Changes'. An email will then be automatically sent your mentor. If already registered they will be connected with your project the next time you have both logged in. For mentors not registered they will be sent an invitation by email which will explain how to register.

For option ii if you wish to have a volunteer mentor for your project, you can choose from a list of volunteer mentors. Please note that whilst the volunteer mentors can provide input from a quality improvement perspective, they may not know your local systems well enough to provide advice from a clinical perspective. To select a volunteer mentor, click on the box and select from the list of names. Once you have selected the name, click the save changes button and your mentor will be added.



Section 5 Using the message board

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This feature allows you to communicate with your team members and mentor.

You will find the Message Board at the bottom of each page of the project workbook.

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To send a message to your team members and mentor, click on **start new topic**. This will open up a message box for you to type your message and upload any attachments you may want to share. Once you have finished click send. You can view any new messages received by going to the project workbook and clicking on 'new' next to the message icon. You can view your message history by clicking 'View' next to the message field.

Section 6

Completing your project

Once you have completed all the text boxes for each section you can click on the preview button at the bottom of the screen. This will allow you to view your work on a single page in a standard journal article format. You can then choose whether to submit your report to be considered for publication in BMJ Quality Improvement Reports (qir.bmj.com). This is an online-only, open access journal which aims to be the largest searchable repository of global quality improvement reports.

Please note that once a project is submitted you will no longer be able to make further changes unless invited to do so by your reviewer. You can expect to hear from the peer review team within 28 days of submission.

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