

User guide



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:

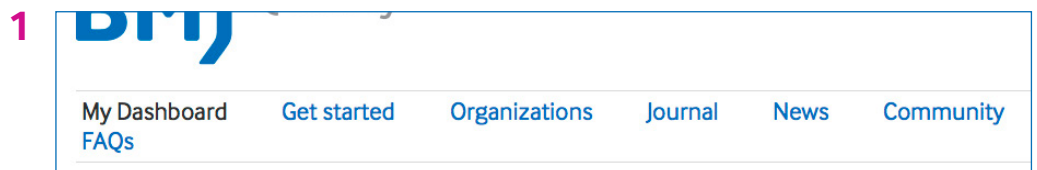
- Start a new quality improvement project
- Record projects that you have completed using our 'fast track' route
- Submit completed projects for publication in BMJ Quality Improvement Reports journal (qir.bmj.com)
- Develop your knowledge through our exclusive BMJ Learning modules covering areas such 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

The screenshot displays the BMJ Quality user interface. At the top, the logo 'BMJ Quality' is on the left, and user navigation links 'BMJ Quality User (Edit name)', 'Your Profile', and 'Log Out' are on the right. A horizontal menu below the logo includes 'My Dashboard', 'FAQs', 'Get started', 'Organizations', 'Journal', 'News', and 'Community'. The main content area is divided into two columns. The left column, titled 'My projects:', lists three projects: 'Emergency suction equipment: barriers to use and effective interventions', 'Improving the inpatient oncology experience through a new consultant ward round', and another instance of 'Emergency suction equipment: barriers to use and effective interventions'. Each project entry shows its status, owner ('BMJ Quality User'), and a 'Go to project' button. A 'New Project' button is located at the top of this section. The right column, titled 'Welcome to BMJ Quality:', contains a welcome message, a 'Getting started webinar' link, and an email address 'support@bmj.com'. At the bottom, there are two sections: 'Latest improvement reports:' with a link to 'Improving weekend patient handover' dated 26 Nov 2013, and 'Learning Resources:' with a row of icons for refresh, lightbulb, camera, speech bubble, and group of people.

Section 1

Navigation bar

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



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.

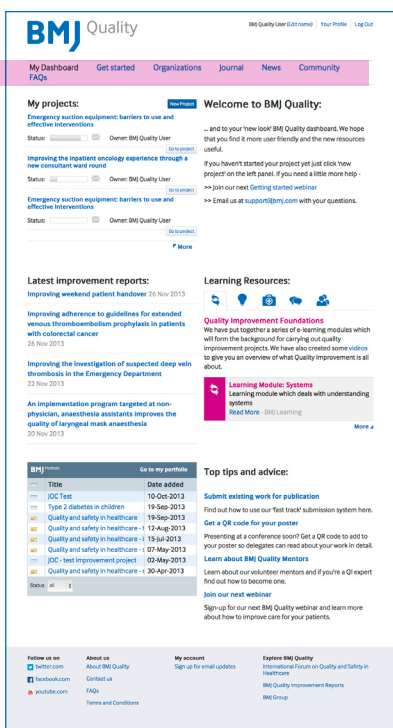
The **Organizations** tab takes you to a page which provides information for organizations who may be interested in purchasing BMJ Quality products for a group.

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.

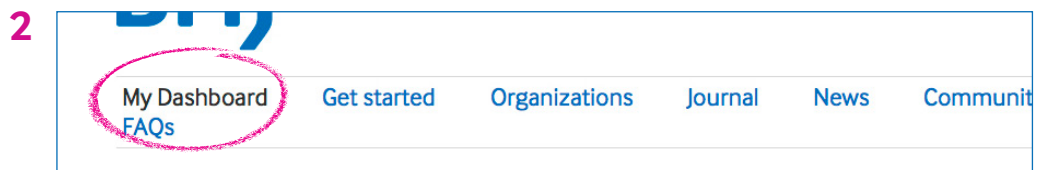
The **FAQ** tab will help you to find solutions to most of your BMJ Quality related questions.



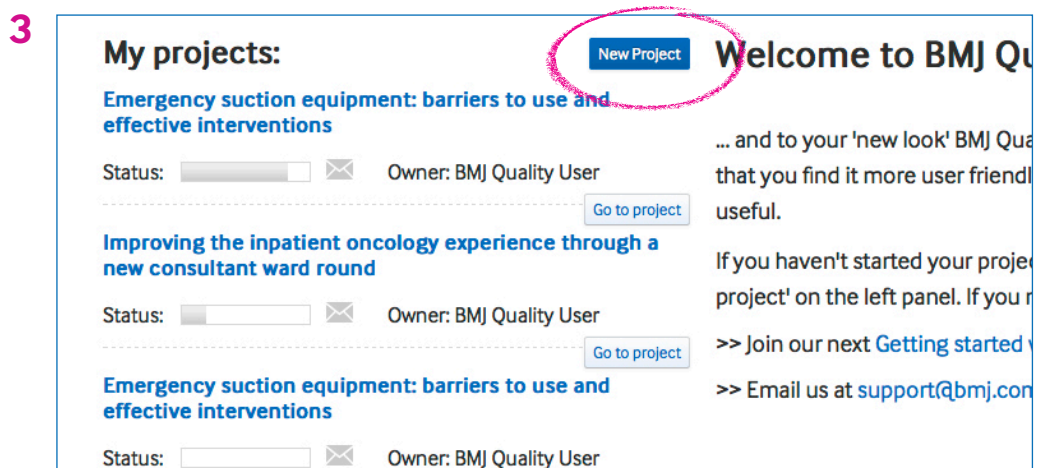
Section 2

Overview of 'My Dashboard'

'My Dashboard' is your personal homepage.



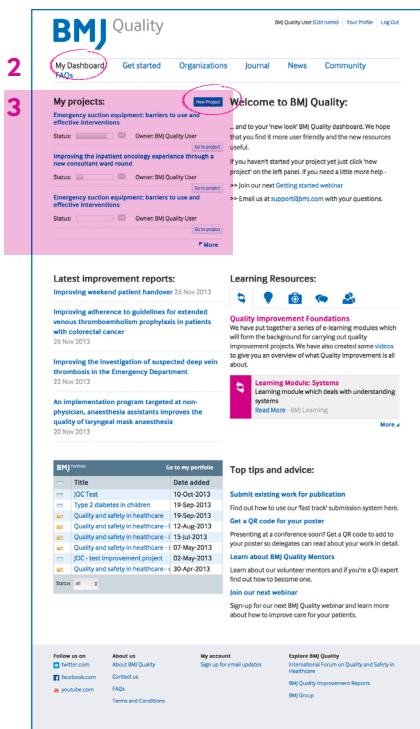
To the left side of the Dashboard you have the **My projects** section. This provides you with the list of projects that you are currently undertaking and those you have completed.



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

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.

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BMJ Portfolio		Go to my portfolio
Title	Date added	
JOC Test	10-Oct-2013	
Type 2 diabetes in children	19-Sep-2013	
Quality and safety in healthcare	19-Sep-2013	
Quality and safety in healthcare - I	12-Aug-2013	
Quality and safety in healthcare - i	15-Jul-2013	
Quality and safety in healthcare - s	07-May-2013	
JOC - test Improvement project	02-May-2013	
Quality and safety in healthcare - c	30-Apr-2013	

Status: all

Top tips and advice:

Submit existing work for publication

Find out how to use our 'fast track' system.

Get a QR code for your poster

Presenting at a conference soon? Get a QR code to add to your poster so delegates can read about your work.

Learn about BMJ Quality Mentors

Learn about our volunteer mentors and find out how to become one.

Join our next webinar

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.

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Latest improvement reports:

- Improving weekend patient handover 26 Nov 2013
- Improving adherence to guidelines for extended venous thromboembolism prophylaxis in patients with colorectal cancer 26 Nov 2013
- Improving the investigation of suspected deep vein thrombosis in the Emergency Department 27 Nov 2013
- An implementation program targeted at non-physician, anaesthesia assistants improves the quality of laryngeal mask anaesthesia 02 Nov 2013

Learning Resources:

- Quality Improvement Foundations**
We have put together a series of e-learning modules which will form the background for carrying out quality improvement projects. We have also created some videos to give you an overview of what Quality Improvement is all about.
- Learning Module: Systems**
Learning module which deals with understanding systems
[Read More - BMJ Learning](#)

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



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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.

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My projects:

Emergency suction equipment: barriers to use and effective interventions

New Project

Welcome to BMJ Quality:

...and to your 'new look' BMJ Quality dashboard. We h

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

- Project Name
- 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

Add Project

Name your project

Project Name *

The name should describe the subject area you aim to improve and it should be obvious to the reader what it is about. You may wish to edit this again once you have completed your project as it will form the final title published in BMJ Quality Improvement Report. If you choose to submit.

Workbook *

Please choose the workbook that will form the template for your project.

Deadline *

If you are working as a team, you should agree on the deadline with your colleagues and, if applicable, your mentor. The deadline is not an absolute one and you can change it at any time, but it will give you a helpful target. We suggest an initial deadline no more than 12 weeks in the future. To complete one or two cycles of a simple quality improvement project may take between 8-12 weeks; multiple cycles of a more complex project can take 6 to 9 months or more to fully test and sustainably embed change and improvement.

Your work

Organization *

Clinical area *

If you choose submit your project for publication it will be published in this clinical category within the journal. For an improvement which involves multiple clinical areas please select the most important.

Save

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.

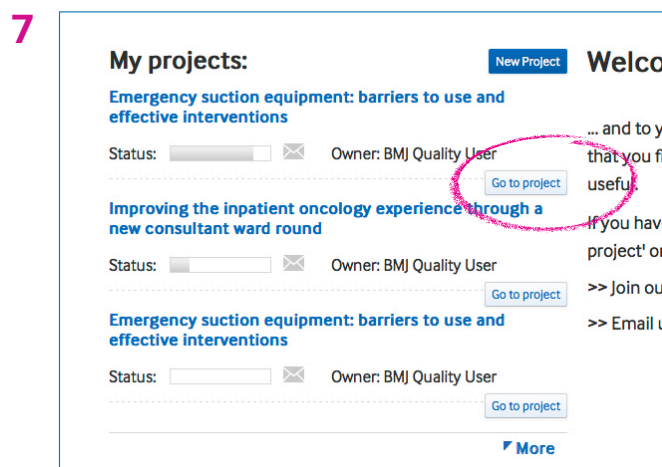
The screenshot shows the BMJ Quality user interface. At the top, there's a navigation bar with 'My Dashboard', 'Get started', 'Organizations', 'Journal', 'News', and 'Community'. Below this, the 'My projects' section is visible, featuring a 'New Project' button circled in red. The dashboard also displays 'Latest improvement reports' and 'Learning Resources'.

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Section 4

Selecting a mentor and team members

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.



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.

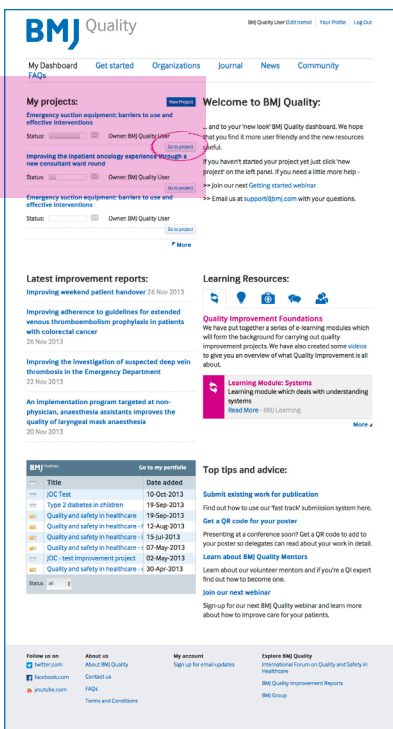
To add a member they must also be a registered user. They are searchable by the email address that they used to register. Those added to your project will be able to work collaboratively with you and will also be listed as authors.

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

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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The screenshot shows a project dashboard with three project entries. Each entry includes a title, a progress bar, a status icon, and the owner's name. A 'Go to project' button is highlighted in pink for each project. Below the project listings is a 'Message Centre' section with a 'View Messages' heading and a 'Start New Topic' button, which is also highlighted in pink.

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.

The full screenshot shows the BMJ Quality website dashboard. It includes a navigation menu, a 'My projects' section with project listings, a 'Latest improvement reports' section, a 'Learning Resources' section, and a 'Top tips and advice' section. A pink box highlights the 'My projects' section, and a pink circle highlights the 'Start New Topic' button in the message board section.

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.

The screenshot shows the BMJ Quality user interface. At the top, there are navigation links: My Dashboard, Get started, Organizations, Journal, News, and Community. Below this, there are sections for 'My projects' and 'Welcome to BMJ Quality:'. The 'My projects' section lists three projects, each with a status dropdown menu and a 'Preview' button. The 'Welcome to BMJ Quality:' section contains introductory text and a 'Join our next Getting started webinar' link. Below these are sections for 'Latest improvement reports', 'Learning Resources', and 'Top tips and advice:'. The 'Top tips and advice:' section includes a table of recent reports and a 'Submit existing work for publication' section. At the bottom, there are social media links and a footer with contact information.

BMJ	On my portfolio
Title	Date added
JOC Test	10-Oct-2013
Type 2 diabetes in children	19-Sep-2013
Quality and safety in healthcare	19-Sep-2013
Quality and safety in healthcare	13-Aug-2013
Quality and safety in healthcare	13-Jul-2013
Quality and safety in healthcare	07-May-2013
JOC - test improvement project	02-May-2013
Quality and safety in healthcare	30-Apr-2013

We wish you the very best of luck in your project and thank you for choosing BMJ Quality.

If you have any further questions, please email support@bmj.com