NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Submission guide for the NICE Local Practice collection

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1   Introduction

The NICE Local Practice collection is a searchable resource available on the NICE website. The collection includes Shared Learning examples and Quality and Productivity case studies.

Shared Learning examples show how NICE guidance and quality standards have been put into practice by health, local government , community and social care organisations. The examples go through a quality assurance process before being published. They identify key learning points and provide contact details for the project leaders. A Shared Learning Award for the best example is presented annually at the NICE conference.

Quality and Productivity (formerly QIPP) case studies provide examples of how health, local government and social care organisations are improving quality locally while making cost savings. Before case studies are published, NICE evaluates them using criteria on quality improvement, savings, evidence and implementation; they are also externally peer reviewed.

This user guide explains how organisations can submit a shared learning example to NICE, and what information is needed.

As of September 2016, NICE is no longer accepting new *Quality and Productivity case studies*, although they will continue to be made available in the Local Practice Collection.

How do I submit a NICE Shared Learning example?

Complete the online form. Details on how to complete the form are included in section 2 of this guide. The Shared Learning team are also happy to help with any queries.

Click 'submit' once you have completed all sections of the online form and your submission will be automatically delivered to the team.

> **For help completing a submission or for more information about the Local Practice collection, please contact:**
>
> **sharedlearning@NICE.org.uk**

2 Shared Learning examples

2.1 Introduction

The purpose of NICE's Shared Learning examples is to show how organisations have used NICE guidance and quality standards in practice.

Shared Learning examples are real-life experiences from organisations that have used NICE guidance to change practice, improve care, and consider the way that health, social care and community-based organisations, use resources. NICE accepts submissions based on any type of NICE guidance including technology appraisals, clinical guidelines, public health, safe staffing and medicines practice guidance. Examples based on the use of NICE quality standards are also accepted.

The associated Shared Learning Awards, presented annually at the NICE conference, provide an opportunity to describe the best 20 examples published in the past 12 months. All published examples are automatically entered for consideration for the award, and publication organisations are asked to update their submission for this purpose, in case there is a completed or planned audit or evaluation of the impact of the change in practice.

Organisations can submit an example by completing a submission template available on the Local Practice collection page of the NICE website. Please see section 2.6 below for instructions on completing the submission template.
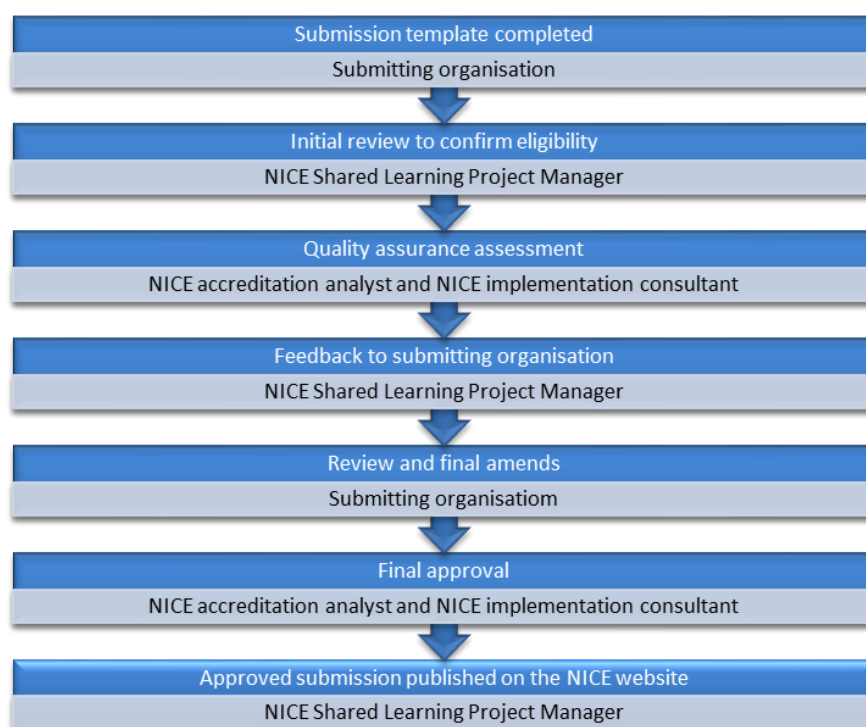
2.2 Eligibility and validity

For a Shared Learning example to be eligible for assessment, it must show that your organisation has based its approach on the recommendations in the relevant NICE guidance, when appropriate, and that the project is in line with these or the guidance or quality standard as a whole. A general Shared Learning example may describe

processes to make best use of guidance as a whole or a particular subtype of guidance, for example approaches to supporting prescribing in line with NICE, or ways to bring evidence-based guidance or quality standards into use within health and wellbeing boards.

2.3 Overview of the process

The process of quality assuring and publishing Shared Learning examples typically takes around 1 month. It may be quicker if the project is well explained in the submission and supported by clear evidence, and if any questions from the quality assurance review team are answered promptly. If the example has received pharmaceutical or medical technology industry sponsorship or funding from a third party (public or commercial), this must be declared on the submission template. Please note that you may be asked for more information at any time, although we keep these requests to a minimum. An overview of the process is displayed in Figure 3.

Figure 3. The Shared Learning quality assurance process

2.4   Criteria for quality assurance assessment

Shared Learning examples are quality assured by a minimum of 2 members of the implementation team (typically an implementation consultant and project manager). The assessment of Shared Learning examples is based on 4 criteria:

- How thoroughly were the barriers to implementation examined?
- How effectively were the implementation methods matched to the barriers identified?
- How well were the results and outcomes of the project measured?
- How transferable and helpful to other organisations are the key learning points and supporting resources?

2.5   Notification of the outcome of quality assurance review

NICE will give you a decision and feedback about whether an example has been approved for publication. When a Shared Learning submission does not score highly enough against the 4 criteria or if essential information is missing (such as an appropriate reference to relevant NICE guidance), NICE will notify you that the example is not eligible for inclusion and give the reason for the decision. NICE will invite you to resubmit the example for reassessment after the feedback has been addressed.

2.6   Instructions for completing the submission template

Your Shared Learning submission needs to be easy for others to understand. Stick to the most important facts and tell us what you did, why, how, and what you achieved and, most importantly, what you learned from the experience.

Please write the submission using 'we' (or 'I' if more appropriate), observe the character limits for each field and tailor information using the prompts on the submission form fields.

Use short sentences: 15–20 words are ideal and 30 words the maximum. Avoid repetition and use active sentences ('we did x', rather than 'x was done'). Use bullet lists to simplify your main points.

Use plain English and avoid jargon. Avoid using too many abbreviations, but be guided by common sense and thinking about your audience. Spell out any abbreviations the first time they are used.

Complete the template as comprehensively as you can and provide details of any supplementary material that supports your statements. This will enable the assessment team to assess your example more accurately.

2.6.1 Your name and contact details

Please complete your name and contact details. Then use the drop-down menus to select the region, type of organisation and sector you work within. If you cannot find an option relevant to you, please select 'other'. Indicate in the selection box whether you are willing to share your contact details on the NICE website.

2.6.2 Title of submission

Please provide a short, descriptive title for your initiative. Ideally this should state what the main focus is, and the main benefits. For example, 'Electronic blood transfusion: improving safety and efficiency of transfusion systems'.

2.6.3 Description

To help us understand the context of your submission, we need to know more about it. Please include a brief description of the content of your example. Please also include a sentence stating which NICE guideline or quality standard (and any specific recommendations within it) is relevant to your example.

2.6.4 Does the example relate to general implementation or specific NICE guidance or quality standard?

Please use the options provided to select whether your submission is an example of general implementation (that is, establishing an implementation process within a trust) or relates to specific NICE guidance. When specific guidance is relevant, please use the search box to select the guidance (for example, for 'Acutely ill patients in hospital', enter 'CG50').

2.6.5 Sponsorship

Please declare if your submission has received any third-party funding (for example, from a commercial or partner organisation, charity or third-sector organization).

2.6.6 Aim and objectives

Please describe the aim and main objectives of your initiative.

2.6.7 Context

Use this section to describe your starting point. For example, what was happening before your initiative, and why was something needed? Did you carry out a baseline assessment? What opportunities for improving efficiency, saving costs or increasing productivity had you identified? What is the size/catchment area of your organisation and any relevant local population demographics?

2.6.8 Methods

Use this section to describe how you implemented the changes to achieve the objectives of your project, including any barriers you overcame (for example, access to resources, gaining buy-in from stakeholders). If your project incurred costs, please state how much they were and the source of funding. Please describe if the funding is sustainable.

2.6.9 Results and evaluation

Use this section of the template to describe how you monitored progress and evaluated results. What were the main results? (Please illustrate the results both quantitatively and qualitatively if possible.) What impact has the project or changes had on patient or service user outcomes? What cost savings and increases in efficiency and productivity were made? If these were planned, did they achieve or exceed expectations?

2.6.10 Key learning points

Drawing from the information given in previous sections of the template, please include what pointers you would give to someone from another organisation facing similar challenges. What could be successful and what should they avoid? NICE is

interested in sharing lessons from things that didn't go so well, as well as those that were successful.

2.6.11 Supporting material

When possible, please collate all material into a single document. Supporting material may be submitted in Word, Excel or PowerPoint format. If you have multiple documents, please email them to the Shared Learning team, who will collate them into a winzip folder to attach to the submission.

2.6.12 Submit the template

When you have completed the submission template, please attach any accompanying documentation before submitting it.

2.7 Publishing the Shared Learning example

If the submission is approved for publication by the quality assurance team, based on the assessment criteria set out above, you will be sent a link to the example on the NICE website just before publication. You will be asked to read it and tell the Shared Learning project manager if any changes are needed. You can update the contents of the example at any point after publication.

2.8 Term of publication and review process

NICE aims to review the contents of the Shared Learning collection on an annual basis. When deciding whether to remove an example from the collection, NICE considers the following questions:

- Is the example still in line with the relevant guidance if that guidance has been updated or replaced within the past 12 months?
- Is the example still relevant and transferable within the health and social care system?

When a decision is made to remove an example from the collection (or when a significant amendment or update is needed), NICE will make reasonable efforts to contact you, using the details provided, to explain why the decision was taken.

Therefore, please ensure that the contact details on your example are kept up to date by informing NICE of any changes.