

EBP Reporting Guidelines

1. Introduction	
Header and Description	
1.1 Problem statement including rationale for the project, significance, and relevance	<i>This is the internal information you have gathered to justify the project and why it is important and may include organizational goals, benchmarks, gaps, or variations in care. Include current practice(s) and the potential risks of not addressing them. Do not use the name of the organization or other easily identifiable information.</i>
1.2 Current available knowledge (what is broadly known about the problem in the literature)	<i>This information provides broader context to the team's local problem by establishing what is generally understood about the issue from available literature. This should not include references that were identified during the literature search and appraisal processes described in sections 3 and 4.</i>
1.3 Purpose of the EBP project	<i>Describe the goal of the EBP project. If possible, provide with the elements of SMART goals (specific, measurable, attainable, realistic, and time-based).</i>
1.4 EBP question	<i>Provide the EBP question being addressed.</i>
2. EBP Design	
Header and Description	
2.1 EBP model used, including short description of the framework	<i>Provide the name of the approach used to conduct the EBP project with a brief overview of the methodology.</i>
2.2 Evidence hierarchy used	<i>If applicable, describe the levels of evidence associated with the evidence hierarchy the team used.</i>
2.3 How the review team was formed and their qualifications	<i>Provide basic information about the composition of the team and their roles (e.g. nurse educators, respiratory therapists, pharmacists, nurse managers, councils, committees, etc). Do not include names.</i>
3. Methods to Generate Best-Evidence Recommendations	
Header and Description	
3.1 Information sources (databases) and search procedure	<i>Provide the names of the databases the team queried and the process for performing the search. Include search strategy limits, such as date ranges, with rationale. If applicable, include if this was a systematic (exhaustive), scoping, or targeted search, include justification.</i>

<p>3.2 Keywords and concepts <i>List the keywords and associated terms used for the search. Include general concepts in the text. A full list of search strategies by database can be provided in a supplemental table.</i></p>
<p>3.3 Working definitions, when applicable <i>Provide working definitions of terms that are central to the search strategy and EBP question provided in section 1.4.</i></p>
<p>3.4 Inclusion/exclusion criteria <i>List the inclusion and exclusion criteria the team used to determine which articles from the search to include.</i></p>
<p>3.5 Article screening process <i>Describe the process for reviewing the title, abstract, and full-text citations gathered from the literature search and cite the number of articles at each stage. If applicable, list any software programs used. Include how many team members screened each article and if this was done independently or cooperatively. Consider including a flowchart or PRISMA diagram to illustrate the screening process.</i></p>
<p>3.6 Process for critical appraisal of articles and data extraction, including team’s method for reaching consensus on article strength <i>Explain the approach the team used to appraise the final list of articles and how the evidence reported in section 4.1 was extracted and organized. Provide a list of extracted elements. Common items include citation, type of evidence, population size and setting, objectives, interventions, findings, measures used, limitations, and strengths. Include the number of reviewers, whether reviews were done independently or cooperatively, and how the team reached consensus when there was disagreement among reviewers.</i></p>
<p>3.7 Process for developing the evidence synthesis and best-evidence recommendations <i>Explain the details of the process the team used to synthesize the evidence and generate the recommendations listed in sections 4.2 and 4.4.</i></p>
<p>4. Evidence Findings</p>
<p>Header and Description</p>
<p>4.1 Evidence summary table <i>Provide relevant information from each of the included studies in the form of a table. This should align with the elements listed in section 3.6. Consider the value of compiling additional elements of interest from the evidence visually (table, figure, or chart) to provide greater insight.</i></p>
<p>4.2 Synthesis of the evidence with corresponding level and quality <i>Describe the findings the team has identified from analyzing the individual pieces of evidence to generate greater meaning from them as a whole. Depending on the model used, “level and quality”</i></p>

may be described as “strength.” These are the results of the process described in section 3.7. Consider sorting findings into themes.

4.3 Overall strength and characteristics of the evidence

Describe how compelling this evidence is. Speak to the consistency of findings and number of sources within the tiers (or other approaches to grouping) of evidence. Exact verbiage will depend on the EBP approach described in section 2.

4.4 Best-evidence recommendations

List the recommendations the team generated from completing the evidence review. These are the results that correspond to the process described in section 3.7.

5. Implementation

Header and Description

5.1 Description of practice setting

Describe where the EBP project was implemented. This may include geographical location, type and size of healthcare facility, and other characteristics that provide important context for the intervention(s). Do not use the name of the organization or other easily identifiable information.

5.2 Organization-specific recommendations, translated from best-evidence recommendations

List the recommendations the team generated from the best-evidence recommendations (listed in section 4.4), factoring in organizational considerations. If applicable, include considerations of fit, feasibility, and acceptability.

5.3 Model or framework for implementation

Describe the approach used to implement the intervention(s). This may include EBP, quality improvement, or other implementation strategies used.

5.4 Intervention(s) and timeline

List the specific interventions and when they were put into place. Include any updates or changes based on successes or barriers.

5.5 Methods for data collection and analysis

Describe the measures used to evaluate the project, how they were gathered, and how they were analyzed. These may include process, outcome, structural, perceptual, or other measures. The method of gathering and analyzing the results reported in section 5.6 must be provided here.

5.6 Results of implementation

Provide the results of the data collection and analysis process described in section 5.5. This may include thematic and/or statistical analysis.

5.7 Alignment of outcomes with current literature

Compare and contrast the findings of this EBP project with other published evidence to explain how this work may contribute to the available knowledge on the topic.

5.8 Future considerations

Provide information on the sustainability of the project at the organization and prospects for scale-up efforts.

5.9 Discussion, including lessons learned

Restate a short summary of the results of the project and how they relate to the original purpose of the EBP project described in section 1.3. Provide additional analysis of the findings, if needed. Include lessons learned or other insights from the team's work.

6. Conclusion

Header and Description

6.1 How the project has impacted current practice

Summarize the purpose of the project and how identification and implementation of best evidence impacted the original goal(s) of the project. They can be conveyed in a few sentences.

6.2 Limitations

Discuss the limitations of the evidence review and implementation of the project itself. When possible, include additional information on how these limitations were addressed.

6.3 Future directions

Discuss needs for future investigations or gaps in knowledge that should be addressed based on this work to improve the state of the science.