

## APN Outcomes Planning, Tracking & Reporting - Customizable Template

APN behaviors at all levels (1-3) include the attainment of outcomes of practice. Outcome measures should be specific to the role and be mutually agreed upon by the APN and administrator.

- Use this template as a framework to negotiate the details and phasing of each individual's outcomes expectations annually.
- Once established, the APN should store a Word version of their outcomes expectations, and use it as a convenient place to maintain progress reports for periodic submission (e.g., JDPAs, Advancement/Revalidation, Credentialing).

APN Name \_\_\_\_\_ APN  1  2  3 Date \_\_\_\_\_

Manager \_\_\_\_\_ Administrator \_\_\_\_\_

**Area of Outcomes Focus:** brief title summarizing the activities described below \_\_\_\_\_

**Problem Statement:** Briefly describe needed practice change and rationale.

**Process / Methods / Interventions:** Describe intended approach and evolution of plans, if any.

Describe the data collection method:

- existing data - source \_\_\_\_\_
- data must be prospectively collected - tool \_\_\_\_\_

IRB Approval Number: \_\_\_\_\_ (if needed for your initiative)

**Specific Goals:** The APN and administrator meet to mutually agree on the goals for each evaluation time period.

Describe Measurable Goals	Source for Measurement	Timeline
1. <span style="float: right;"><i>(add rows as needed)</i></span>		Progress by: Completion by:

**Progress Reports:** As appropriate, APN should log and date periodic notes for each goal.

**Measurement and Reporting of Outcomes:** Brief summary of findings and lessons learned. Graphical representation of the outcome variable of interest pre- and post- intervention/initiative is encouraged.

Outcomes Apply To:

- Metrics important to the institution (e.g. LOS, UTI) - Describe: \_\_\_\_\_
- Implement & sustain an evidence-based unit or institutional practice change - Describe: \_\_\_\_\_
- Improve metrics over time in a patient population - Describe: \_\_\_\_\_
- Improve satisfaction, knowledge, adherence to guidelines, and development of others - Describe: \_\_\_\_\_
- Other - Describe: \_\_\_\_\_

**Staff Assisting With Outcomes Activities:** Give names and credentials.

**References:** evidence-based literature/guideline that supports the change.