

August 6, 2001

POP ID:

Dear

Congratulations on your progress with the *Post Operative Pain (POP) Management Quality Improvement Project*. It is time to provide an update on the project and set some guidelines and instructions for submission of data.

You may recall that data submission is not required for participation in the POP project, however we encourage those of you who have collected data to submit it.

Data Collection / Timeline Guidelines

The deadline for submission of all data (needs assessments, work plans, pre and post medical record and patient survey data, and the final project evaluation) is **April 1, 2002**. **No data will be accepted after this date**. All participants will receive a final project report containing benchmark data.

- ❑ **A minimum of 12 months must transpire from the day you started the POP Project (defined below) to the date of surgery on the first post-project medical record audit and/or patient survey.** For example, if you began implementing the project on August 31, 2000, the date of surgery on the first *post-project* medical record must be no earlier than September 1, 2001. Note: the date of the medical record audit refers to the date of surgery indicated in the medical record, *not* the day the audit was conducted.
- ❑ **The day you started the POP Project is defined as the date that the *Initial Needs Assessment* was conducted.**
- ❑ As stated in the Site Coordinator's Manual, **you can conduct pre-project medical record audits on charts in which the date of surgery is up to 12 months prior to the day you started the project** (date you conducted the Initial Needs Assessment). For example, if you did your Initial Needs Assessment on August 31, 2000, you may conduct *pre-project* audits on charts in which the date of surgery is as early as September 1, 1999.

Data Submission

We recently sent an email to participants asking them which data they would be submitting at the end of the project. Those of you who did not reply to that email will receive a call from our office to gather that information.

Although we stated that all data could be submitted at the end of the project, we are asking that those of you who have completed the following submit them at this time:

- 1) Pre-project Medical Record Audits and/or Patient Surveys,
- 2) Initial Needs Assessment
- 3) Initial Work Plan
- 4) Post-project Medical Record Audits and or Patient Surveys (if ALL are completed)
- 5) Final Needs Assessment
- 6) Final Work Plan

This will give us a head start on analyzing benchmark data. Instructions for submission of data are enclosed. Please keep these instructions with your project materials for future reference.

For those of you who already submitted medical record and/or patient survey data to the POP Project Office, we ask that you do so again using the instructions enclosed. If you have questions regarding what data the POP Project Office already has, please contact us.

Thank you for your cooperation. We look forward to receiving your data!

Sincerely,

Marty Skemp
POP Project Coordinator

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Information Specialist

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