Project Scope and Plan (PSP)

General Information:
Project name: __ICU Reference Website_____
Project Manager name: _____Nathon Kelley_____
Site____Holland Hospital_____Location_____ICU/Tele unit_____

A. Project Overview: *Describe the product or service of the project, the reason project will be undertaken, and the purpose of the project. Discuss the problem or opportunity this project addresses. Include the quality and safety issue this project will address. Support with current evidence-based practice literature or data specific to the project.*

The purpose of this project is the creation of a comprehensive web based reference website to be used by the nurses at Holland Hospital's intensive care unit (ICU). The website will be made up of many different concentrations. Each concentration will have several tasks, procedures, or equipment how to's.

There are several reasons such a resource is needed. As of now the ICU has reference resources spread all over the unit. We have references on the intranet, crash cart, patient rooms, bulletin boards, drawers, shelves, and cupboards. This is an inefficient way when someone is trying to find a reference they need. It is also common for the need reference to be missing. This is a serious concern because some of these references need to be assessable in emergency situations. This website will combine all of these references into one place that can be accessed from any work computer.

The potential impact on patient safety and quality is large. The time saved by the nurse when finding reference can be spent caring for the patient. It would also reduce the need for new nurses to rely on experienced nurses to know how to perform the tasks. A potential safety problem would be that these experienced nurses could be instructing the new nurse an incorrect way of perform the task.

B. Project Goal(s): *Describe the project goal(s) using SMART (specific, measurable, accurate and agreed to, realistic, and time bound) formula. These goals will be used to measure and determine the project's success at its conclusion.*

To work with a team to design, build, and implement a comprehensive reference website that can be used by both the nursing staff and students working in the intensive care unit to assist in the safe delivery of care by December 1st of 2011.

C. Project Objectives/Deliverables: *List the specific items or services that must be produced in order to fulfill the goal of the project. Objectives/deliverables should be measurable results, measurable outcomes or specific products or services. List and number in a logical order to complete the project.*

Objectives

1. Complete literature review for web based references and influences on patient safety by September 7, 2011.

2. Complete list of information that needs to be integrated into the website by September 7, 2011.

3. Discuss and establish how website will be laid out and what design will be by September 7, 2011.

4. Complete neurological and sepsis sections of website by September 16, 2011.

5. Complete cardiac section of website by September 23, 2011.

6. Complete respiratory section of website by September 30, 2011.

7. Complete renal and intra-abdominal pressure monitoring sections of website by October 7, 2011.

8. Complete skin assessment and wound management sections of website by October 14, 2011.

9. Complete post cardiac catheterization care and range of motion sections of

website by October 21, 2011.

10. Complete English to metric conversion chart and drug reference sections of
    website by October 28, 2011

11. Complete sedation algorithms and Clinical Institute Withdrawal Assessment Scale
    for Alcohol (CIWA) sections of the website by November 4, 2011.

12. Complete care of a critical OB patient and restraints sections of the website by
    November 11, 2011.

13. Complete tracheotomy, epidural, and patient controlled analgesic sections of the
    website by November 18, 2011.

14. Complete final assembly and approval by November 28, 2011.

D. Comprehensive List of Project Requirements/Activities/Tasks: *List by corresponding objective the necessary specifications of the objective/deliverable. Example 1.1, 1.2, 1.3, 1.4, etc This is a breakdown of the objectives/deliverables into their most basic components. Consider this the action plan of the project.*

1. Complete literature review for web based references and influences on patient safety by
   September 7, 2011.

   1.1. Delegate to clinical librarian a request for a literature search on use of web   based
        references and patient safety to be completed by September 2, 2011.

   1.2. Work with nurse educator to establish what results from the literature search will be
        utilized by September 6, 2011.

2. Complete list of information that needs to be integrated into the website by September 7,
   2011.

   2.1. Gather requests for information to be added to website from nurse educator, manager,

and coworkers by September 2, 2011.

    2.2. Work with nurse educator to create final list of information to be included in the reference website by September 7, 2011.

3. Discuss and establish how website will be laid out and what design will be by September 7, 2011.

    3.1. Work with nurse educator to establish a professional and easy to use layout for the website by September 5, 2011.

    3.2. Work with information systems to establish acceptable layouts and design elements that can be used on intranet websites by September 2, 2011.

4. Complete neurological and sepsis sections of website by September 16, 2011.

    4.1. Create bullet points for complete neurological assessment and link to secondary information by September 13, 2011.

    4.2. Add step by step directions for setting up, monitoring, and maintaining a ventricular drain by September 14, 2011.

    4.3. Create links to manufacture's website for ventricular drain by September 14, 2011.

    4.4. Incorporate already created sepsis website into website by September 15, 2011.

5. Complete cardiac section of website by September 23, 2011.

    5.1. Add intra-aortic balloon pump setup and maintenance bullet points with link to manufacture's website by September 17, 2011.

    5.2. Add 12 lead EKG reference about which leads point at which part of the heart by September 18, 2011.

    5.3. Add descriptions and what is required for a patient who is going for a cardiac stress test by September 18, 2011.

5.4. Add care of a post percutaneous coronary intervention patient and the steps needed to safely care for this patient by September 19, 2011.

5.5. Add all necessary information to care for a post myocardial infraction hypothermia patient by September 19, 2011.

5.6. Add information on the setup and maintenance of a central venous pressure line by September 20, 2011.

5.7. Add how to setup and maintain an arterial line by September 20, 2011.

5.8. Add information on the setup and maintenance of a Swan Ganz catheter along with a link to SpaceLabs for how to setup the monitor by September 20, 2011.

5.9. Add diagram describing central venous oxygen saturation or SCVO2 and how to draw this lab off a central line by September 21, 2011.

5.10. Upload heart sounds CD to website by September 21, 2011.

5.11. Add information on the setup, maintenance, and adjustment of transvenous pacer's by September 22, 2011.

6. Complete respiratory section of website by September 30, 2011.

6.1. Add description of arterial blood gasses and how to interpret the results by September 24, 2011.

6.2. Add information about ventilator settings and how they affect the patient by September 25, 2011.

6.3. Upload lung sounds CD to website by September 26, 2011.

6.4. Add how to perform proper oral care on a ventilated patient to reduce their risk for ventilator acquired pneumonia by September 27, 2011.

6.5. Add descriptions, when to use, and how to use of the various masks and tubes that the

organization uses to deliver oxygen by September 28, 2011.

7. Complete renal and intra-abdominal pressure monitoring sections of website by October 7, 2011.

    7.1. Add information on the care of a patient receiving hemodialysis by October 3, 2011.

    7.2. Add detailed description of setting up, monitoring, and recording an intra-abdominal pressure by October 6, 2011.

8. Complete skin assessment and wound management sections of website by October 14, 2011.

    8.1. Add information on assessing and staging a pressure ulcer by October 10, 2011.

    8.2. Link to already created information on wound care and management by October 11, 2011.

    8.3. Add bullet list of high risk areas for skin breakdown by October 12, 2011.

9. Complete post cardiac catheterization care and range of motion sections of website by October 21, 2011.

    9.1. Add list of possible complications of cardiac catheterization by October 16, 2011.

    9.2. Add bullet list of need to be aware of points about the care of a patient post cardiac catheterization by October 17, 2011.

    9.3. Add pictures and descriptions of how to perform complete passive range of motion on a patient by October 20, 2011.

10. Complete English to metric conversion chart and drug reference sections of website by October 28, 2011.

    10.1. Add chart showing the formulas used to convert English measurements to metric and metric to English by October 23, 2011.

    10.2. Upload a quick convert chart for pounds to kilograms and Fahrenheit to Celsius by

October 24, 2011.

   10.3. Upload word file of the IV drip drug reference book that was previously created by

      October 25, 2011

11. Complete sedation algorithms and Clinical Institute Withdrawal Assessment Scale for

   Alcohol (CIWA) sections of the website by November 4, 2011.

   11.1. Upload sedation algorithms to website by November 1, 2011.

   11.2. Upload CIWA scale to website by November 2, 2011

   11.3. Add guide describing CIWA scale and how to use it to assess a patient by November 3,

      2011

12. Complete care of a critical OB patient and restraints sections of the website by November 11,

   2011.

   12.1. Add information on how to check deep tendon reflexes on a patient receiving a

      magnesium drip by November 6, 2011.

   12.2. Add list of OB specific items that need to be assessed each shift by November 7, 2011.

13. Complete tracheotomy, epidural, and patient controlled analgesic (PCA) sections of the

   website by November 18, 2011.

   13.1. Add list of descriptions and pictures of the different types of tracheotomy appliances

      and how to maintain them by November 13, 2011.

   13.2. Add what to assess for on a patient that has an epidural by November 14, 2011

   13.3. Add how to operate the epidural pumps that are used by Holland Hospital by November

      14, 2011.

   13.4. Add a list of required assessments for a patient on a PCA by November 16, 2011.

   13.5. Add a how to operate the PCA pump that are used at Holland Hospital by November

16, 2011.

14. Complete final assembly and approval by November 28, 2011.

    14.1. Introduce website to fellow coworkers for review and suggestions for additions or

       revisions by November 23, 2011.

    14.2. Present website to nurse manager and educator for final approval by November 28,

       2011.

    14.3. Make necessary corrections and additions as suggested by November 28, 2011

E. Timeline: *Identify time estimates by hours for each objective/deliverable in hours. These are estimates only and will be updated as project progresses.*

Objective	Number of Hours Estimated	Objective	Number of Hours Estimated
1	8	8	6
2	2	9	6
3	4	10	6
4	6	11	6
5	14	12	7
6	6	13	10
7	6	14	6

F. Assumptions & Constraints: *Identify all project assumptions and constraints.*
Assumptions:

1. All team members are committed to the completion of this project within the timeframe

    that has been established.

2. All team members will respond to requests for assistance within 24 hours during business

    days.

3. Information provided by team members will be accurate and include reference source.

4. Staff will provide constructive feedback about the website.

5. The hospital will provide the needed computer space to house the website on the servers.

Constraints:

1. The amount of information that is included will need to be limited due to time restrictions.

2. The website will need to be laid out as simple as possible to accommodate less computer savvy staff.

3. The team members are not web designers, so when design problems come up they may be difficult to solve.

4. The website needs to be built using the tools that are provided by the hospital because there is not a budget for this project to purchase a separate program.

G. Success Criteria: *Provide the "value" of the project. Why is this project important and of what benefit it is? What impact will it have on client care and client outcomes including aspects related to quality and safety? How will you know if the project was a success? Support with evidence-based literature or nursing data.*

The creation of a central, online reference site is crucial for several reasons. The main reason is that it will provide an always available reference for the not often performed nursing tasks that are found in an intensive care setting. These are the tasks that are at the highest risk of causing patient harm because they are the least practiced. It is plausible that during a night shift a patient could come in that requires the nursing staff to use equipment or perform a procedure that they have only been told how to do, but have never actually done. There many not be an experienced nurse on that night to offer guidance and oversight, so this online reference would be the tool to go to.

A second benefit of this reference would be time savings. A nurse would not have to hunt for

misplaced paper reference or thumb through several books to find the information. All the information would be easily assessable and searchable. Vaughan (2009) found that the creation of online references can save significant time. Vaughan (2009) showed that when an online reference is available people are less likely to ask experienced people for help. This frees up the experienced person to use their expertise to provide high quality and safe care to patients.

This project is geared towards a small group of nurses and I plan on using individual interviews to assess the success of this project. Heldman (2005) recommends the use of one on one interviews if the group is small. I like this approach because it would also allow me to answer any questions someone might have about how to use the website. After a month of this website going live I will sit down with nurses to ask them what they like and dislike about the website. I will ask them the following questions:

1. Is the website easy to navigate?

2. Is the website setup in an intelligent way so that you know which topic to look under?

3. Is there a topic you feel needs to be added or one that needs more information?

4. Do you find that this website is easier to use and access then comparable printed reference materials?

After I gather this information I will use it to make changes to the website that are needed. The main goal of this project is to create an easier to access and navigate reference then our current printed references. If I am able to get a majority of the nursing staff to agree that the website is superior to the printed material, I will feel this project was a success.

This website will be a great asset to the ICU unit. It will need to be maintained with up to date information but it will also be expandable. As new procedures or products come out it would be easy to add the site. This will allow the nursing staff to feel comfortable that they are

providing the highest quality and safest care they can.

<div align="center">References</div>

Heldman, K. (2005). *Project management jump start*. (2nd ed.). San Francisco, CA: Jossey-Bass.

Vaughan, K. (2009). Development of targeted online modules for recurring reference questions.

    Medical Reference Services Quarterly, 28(3), 211-220. doi:10.1080/02763860903069870

H. Signatures: (no electronic signatures)

Project Manager_____

Nurse Manager/Supervisor/_____
Phone: **email:**