

## Exercise 2: Measures checklist

### Part 1: Measure setup

Measure name:	
Why is it important? <i>(Provides justification and any links to organisation strategy)</i>	
Who owns this measure? <i>(Person responsible for making it happen)</i>	
Measure definition	What is the definition? <i>(Spell it out very clearly in words)</i>
	What data items do you need?
	What is the calculation?
	Which patient groups are to be covered?
Goal setting	What is the numeric goal you are setting yourselves?
	Who is responsible for setting this?
	When will it be achieved by?

# Measures checklist

## Part 2: Measurement process

Collect	Is the data available? <i>(Currently available / Available with minor changes / Prospective collection needed)</i>
	Who is responsible for data collection?
	What is the process of collection?
Analyse <i>Calculate measure and present results</i>	What is the process for presenting results? <i>Eg create run chart or bar chart in Excel</i>
	Who is responsible for the analysis?
	How often is the analysis completed?
Review	Where will decisions be made based on results?
	Who is responsible for taking action?