# Guiding Questions

## Executive Summary

This document is designed to give you questions to consider and additional guidance to help you successfully complete the Executive Summary assessment. You may find it useful to use this document as a pre-writing exercise, an outlining tool, or as a final check to ensure that you have sufficiently addressed all the grading criteria for this assessment. This document is a resource to help you complete the assessment. **Do not** turn in this document as your assessment submission.

### Composing the Executive Summary

Explain key quality and safety outcome measures.

* Why are these outcomes important?
* Why are these outcomes being measured?
* What does the data indicate?

Determine the strategic value to an organization of specific outcome measures.

* To what extent do these measures impact patient care?
* What are the implications of these effects for a culture of quality and safety?
* Why it is important to continue to measure these outcomes?
* What are the potential consequences of not measuring these outcomes?

Analyze the relationships between a systemic problem in your organization or practice setting and specific quality and safety outcomes.

* What are the specific outcome measures related to the systemic problem you identified in Assessment 1.
* How, and to what extent, are these outcomes related to the problem?

Determine how specific outcome measures support strategic initiatives related to a quality and safety culture.

* Review your organization’s or practice setting’s strategic plan.
* To what extent do the outcome measures relate to the organization’s strategic plan to improve safety and quality?
* To what extent do these outcome measures promote a culture of quality and safety?

Determine how the leadership team could support the implementation and adoption of proposed practice changes affecting specific outcomes.

* What specific steps would you expect nurse leaders to take?
* Why would this approach be effective?

### Writing, Supporting Evidence, and APA Style

Consider the purpose of your executive summary, the appropriate tone and style, and the expectations of the executive leaders who will be reading it.

Write clearly and concisely, using correct grammar and mechanics.

* Express your main points and conclusions coherently.
* Proofread your writing to minimize errors that could distract readers and make it more difficult to focus on the substance of your summary.

Integrate relevant and credible sources of evidence to support your assertions, correctly formatting citations and references using APA style.

* Integrate relevant evidence from at least 4 scholarly or professional sources.

### Submission Reminders

* Have you identified key quality and safety outcomes and explained why they are being measured?
* Have you determined the strategic value of specific outcome measures?
* Have you closely examined the relationships between a systemic problem in your organization or practice setting and specific quality and safety outcomes?
* Have you determined how specific outcome measures support strategic initiatives related to a quality and safety culture?
* Have you determined how the leadership team would support the implementation and adoption of proposed practice changes and the role of nurse leaders?
* Are your claims and conclusions well supported by at least 4 sources of credible evidence?
* Is your analysis properly formatted and 4–5 pages in length, including the title page and reference page?
* Have you proofread your writing to minimize errors that could distract the audience and make it more difficult to focus on the substance of your presentation?