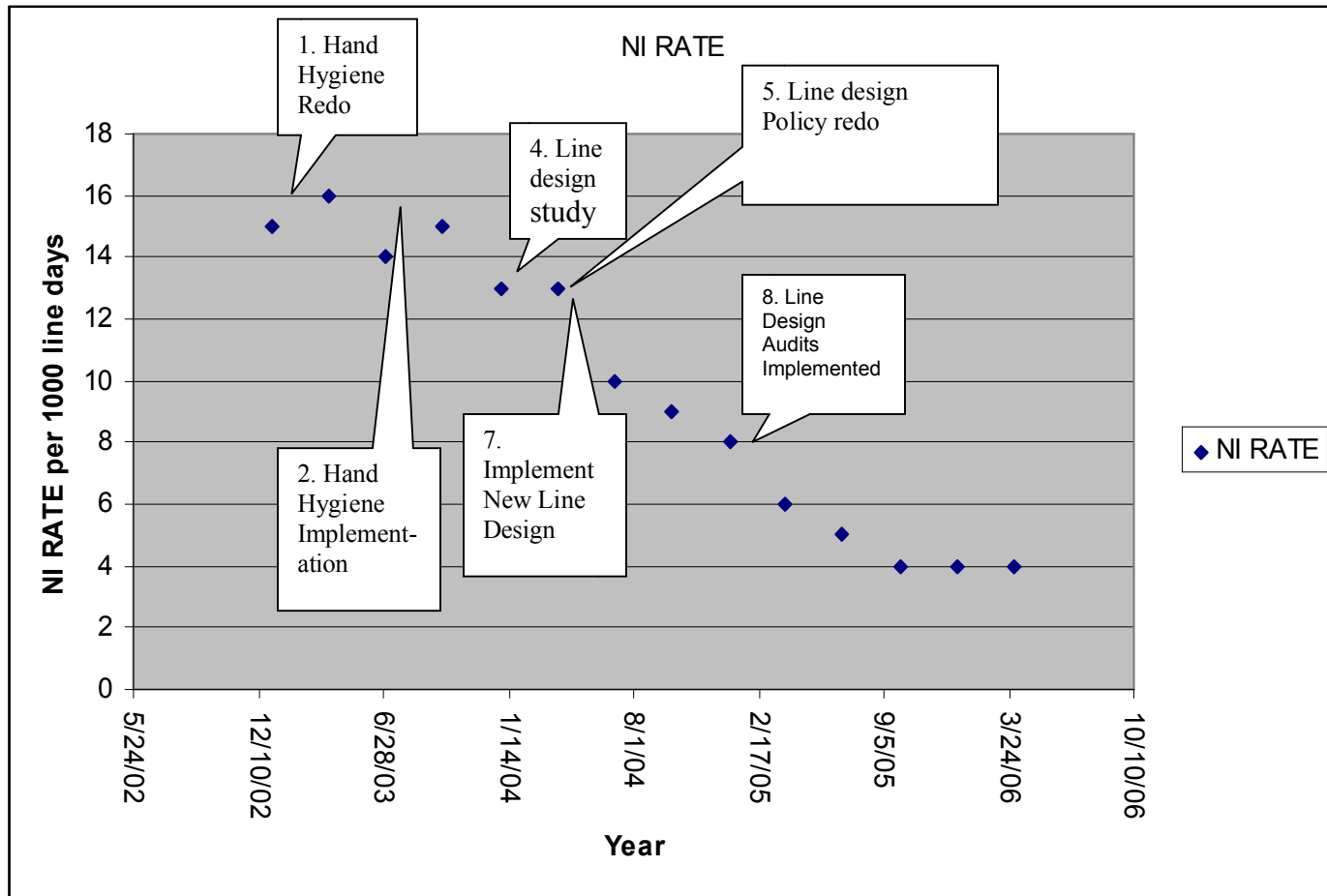Dear Colleagues

We encourage each of you to experiment with developing ANNOTATED RUN
CHARTS as a way to provide speedy and visually powerful feedback to
your unit's personnel. David has provided an example methodology for
doing these run charts with just Excel and Word (this assumes that you
do not have access to more sophisticated packages that more easily
support their production). For sure, as indicated in Paul's recent
email, we do encourage you to keep track of the dates when you have
implemented interventions so that you (and we) can better gauge the
project's impact.

The information below works through an illustration of how to do this
type of charting. We encourage you to try it out. After reading the
information below, then read the Excel file (Annotated NI Control
Chart) that is attached to this e-mail.

Please feel free to email questions and comments to
David at david.wirtschafter@juno.com

Implementing an ANNOTATED RUN CHART such as the one below can be done
elegantly or less elegantly, depending on the available software. We suggest that you try
to implement the less elegant form, since it can be done under your control and according
to your time line. The advantage is a superb feedback visual for your unit's personnel.

NI RATE

NI RATE per 1000 line days

1. Hand Hygiene Redo

5. Line design Policy redo

4. Line design study

2. Hand Hygiene Implement-ation

7. Implement New Line Design

8. Line Design Audits Implemented

◆ NI RATE

18
16
14
12
10
8
6
4
2
0

5/24/02 12/10/02 6/28/03 1/14/04 8/1/04 2/17/05 9/5/05 3/24/06 10/10/06

Year

You will need two basic data sources to make the annotated run chart: 1) data on your NI rate, best displayed by month; and 2) a listing of the interventions you have made. You will be using two pieces of software: Excel spreadsheet and Word.

These instructions should give you a pathway to achieve a reasonably satisfactory product. The clue to understanding the instructions is that your graphing of NI rates in Excel will have to be overlaid with text to describe the interventions. Each is produced separately and pasted to a word document.

NI Rates: Open Excel

The BASIC GRAPH

1   enter month/year on row one
2   enter rate on row two
3   block, i.e."highlight" both rows
4   click on the Chart Wizard
5   select the x-y scatter diagram
6   click on "Series" and enter NI Rate
7   add text to describe the X and Y axis
8   accept the finished graph onto this sheet

stretch the right border to get more a "landscape" shape to the
9   graph

Sheet ONE of the excel document called: Annotated Control Chart illustrates the
sequence of actions described above.

Annotations: open WORD

ANNOTATING YOUR INTERVENTIONS
1   List out titles for your interventions, eg

1. Hand Hygiene Policy
Redo
2. Hand Hygiene Implementation
3. Hand Hygiene Re-assessment
4. Line design
study
5. Line design Policy redo
6. Line Design Skills Lab
7. Implement New Line
Design
8. Line Design Audits Implemented

Set up a new Word document
1. go back to the excel worksheet and copy
your graph
2. use paste SPECIAL to paste the graph
3. Click on Insert, then Pictures, then
autoshapes
Select the rectangular callout box and place
on the graph at the appropriate date
\   3. copy and paste the intervention into the
text box of the callout box
4adjust the font -usually "6" to make it fit
note: this is a maddening process, but I
don't know a simpler way and it gets you
a fairly usable product without having
to get a PhD in computer science!

After you have all of the text boxes in place, press the shift key down and hold it while
you click on each box; then click on the DRAW function (usually the lower left hand
corner, hit the arrow to see all of the possible selections, then select GROUP). This holds
all of the text boxes together in the spatial arrangement that you have made. (see excel
help for further details if needed). Now you have both the graph and the annotations.
Save the word document; print the document and display in the NICU!!

The accompanying excel file illustrates the process.

12/24/06