**Communication colleagues template**

Before you get underway with your project, you should let you colleagues and other relevant stakeholders know about your project.

Simply use this template to let them know about the project, they may want to be involved, or your work on their project may impact them. You could use it to send an email or letter.

**QI Project**

Dear [*Name]*,

I am planning on completing an important QI project on ‘Getting the diagnosis right for patients on the COPD register’.

This project will be important because evidence from the National Asthma and COPD Audit Programme (NACAP) suggests that **only 11.5%** of patients with a diagnosis of COPD had a record of the gold standard diagnostic test with the correct SNOMED code. Without this gold-standard diagnostic test (post-bronchodilator spirometry), there is a risk of misdiagnosis, and patients potentially ending up on harmful treatments.

I have attached the NACAP audit report, for your reference, and I draw your attention to the section on COPD diagnosis (page x).

I propose checking our COPD register for evidence of the gold-standard diagnostic test for all our patients, and inviting those who do not have sufficient evidence in for a diagnostic review.

This project will require *>insert minutes<* minutes of my time per week over the *>insert number<* week period from *>insert start date<* to >insert finish date<. This will enable me to check *>insert number<* patients on our COPD register.

I hope to receive your support for the successful completion of the project. All help would be greatly appreciated, so if you would be willing to help complete this project, please let me know.

With Kind Regards,

*[Your name]*