**Communication to Manager/GP Partner Template**

In order for your project to get underway and to be successful, your manager(s) will need to understand the importance of the project and agree to your time commitment. Simply use this template (and the information from your capacity calculator) to let them know about the project and obtain their agreement. You could use it to send an email or letter.

**QI Project**

Dear [*Manager/GP Partner Name]*,

I am planning on completing an important QI project on ‘Checking second hand smoke exposure of children with Asthma’.

This project will be important because evidence suggests that less than 1% patients on the paediatric asthma registers have been asked about their exposure to second hand smoke and their parents offered Very Brief Advice.

I have attached the NACAP audit report, for your reference, and I draw your attention to the section on Second Hand Smoke Exposure (page x).

I propose adjusting our local protocol for Paediatric Asthma Review to incorporate this important step, and ensuring these checks are coded appropriately.

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 Paediatric Asthma register.

I hope to receive your approval for this important project.

With Kind Regards,

*[Your name]*