**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 ‘Getting the diagnosis right for patients on the Asthma register’.

This project will be important because evidence suggests that only 76.3% adult patients and 67.4% children and young adult patients on the Asthma registers have evidence of any tests results that can be used to support their diagnosis. Without any evidence of testing 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 Asthma diagnosis (page x).

I propose checking our Asthma register for evidence of any diagnostic test for all our patients, and inviting those who do not have sufficients 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 Asthma register.

I hope to receive your approval for this important project.

With Kind Regards,

*[Your name]*