**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 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 approval for this important project.

With Kind Regards,

*[Your name]*