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| **Case report/study title** |  |
| **Author/s** |  |
| **Contact for Follow-up**(Name and e-mail address) | *At least one of these e-mail addresses should be for a permanent member of staff at the submitting Trust* |
| **Case study theme** | For Association Use only |
| **Date Completed / last updated** | For Association Use only |
| **Approved for website** | For Association Use only |

Once completed please return this document to:

Cathy Lawson

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Case studies should be succinct and avoid jargon and be no more than 2 pages (approx. 1000 words) excluding appendices. Please do not alter the font size or theme throughout the body of the document below.

Title of Case study – Organisation Name

1. **Project description**

Background (issue being addressed)

Approach (what being done, who involved, steps and resources needed)

1. **Environmental Outcome / Benefits**

Carbon and financial/economic savings, patient outcomes, and social aspects – give actual data and methodology where possible; social = impact on patients, staff, carers, dependents etc.

Include actual/estimated carbon/money saved.

Any indirect or strategic benefits identified?

1. **Downsides and consequences**

List the downsides and strategies to avoid/minimise them including anything which limited the impact of the project

1. **Barriers and how you overcame them**

For example:

* Health and safety considerations
* Staff training needs
* People's attitudes to project
* Logistical considerations e.g. space required, policy barriers
1. **What people had to say**

Quotes from the team, patients and other involved stakeholders, about the experience

Any media or social media coverage –please give details including hash tags etc.

1. **Key aspects of the project**

What distinguishes this project and / or what to keep in mind

How much the project cost, how long before investment on return

What were the critical factors to success?

1. **External partners involved**

Name of partner organisations plus relevant contact details

1. **If you had your time again, would there be anything that you would do/approach differently?**

Thinking specifically about any processes which may have avoided barriers / affected the impact of the project

1. **Scaling up**

If possible, estimate what the impact could be if other organisations across the health and social care system implemented the changes in this case study.

1. **References and links for more information**

Links to articles, documents and webpages that will provide more information about the subject (max. 10)

Appendices – Generic resource documents/supporting information

Outline of resources (made generic where necessary) that can be adapted and used by other hospitals for e.g. data collection, communication resources, posters etc.