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| **Organisation name** |  | **HEE region** | **Add regions – check online submission** |
| **Library and Knowledge Service name** |  | **Completed by** |  |
| **Email address** |  | **Date completed** |  |

**Completing the template**

Each outcome has its own narrative and associated evidence table. The tables will expand to accommodate text and files when you add them.

Remember that one piece of evidence may be used to demonstrate more than one outcome.

To aid validation of your submission please:

* number the evidence,
* if evidence relates to more than one outcome please cross reference it rather than embedding duplicate copies of the evidence,
* for long documents please highlight relevant page number and/or section

**Embedding evidence**

Evidence should be embedded in to the table in the evidence column for each of the outcomes. We advise using the FILE, PRINT, PRINT TO PDF facility for Microsoft Office documents. Scanned PDFs can also be inserted. For guidance on how to embed a document please see "[Embed documents in Word 2010"](http://www.libraryservices.nhs.uk/document_uploads/Quality_and_Impact/Embed_evidence_in_Word2010.pdf)

**Other guidance**

Please contact your local HEE library and knowledge services quality lead with any queries or for further advice.

| **Outcome One:**  **All NHS organisations enable their workforce to freely access proactive library and knowledge services that meet organisational priorities within the framework of *Knowledge for Healthcare.*** | |
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| **Narrative**  ***(A commentary or description of what you do to achieve the indicators with cross-reference(s) to the relevant evidence provided in the evidence)*** | **Evidence**  Embed as PDFs to reduce file size  **DO NOT DUPLICATE FILES**  Cross-reference evidence used elsewhere. |
|  | |  |  |  | | --- | --- | --- | | Evidence no. (e.g. 1.1, 1.2) | Name/ brief description of evidence (1 per row) | Embedded file or website link  (1 per row) | |  | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **Quality and Improvement Outcome One** | **Key strengths and good practice** |
| *Reflecting on your narrative and evidence above, please list your services' key strengths and/or any areas of good practice within your service which you would like to highlight in relation to this Outcome in the rows to the right.* |  |
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| **Outcome Two:**  **All NHS decision making is underpinned by high quality evidence and knowledge mobilised by skilled library and knowledge specialists** | |
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| **Narrative**  ***(A commentary or description of what you do to achieve the indicators with cross-reference(s) to the relevant evidence provided in the evidence)*** | **Evidence**  Embed as PDFs to reduce file size  **DO NOT DUPLICATE FILES**  Cross-reference evidence used elsewhere. |
|  | |  |  |  | | --- | --- | --- | | Evidence no. (e.g. 1.1, 1.2) | Name/ brief description of evidence (1 per row) | Embedded file or website link  (1 per row) | |  | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **Quality and Improvement Outcome Two** | **Key strengths and good practice** |
| *Reflecting on your narrative and evidence above, please list your services' key strengths and/or any areas of good practice within your service which you would like to highlight in relation to this Outcome in the rows to the right.* |  |
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| **Outcome Three:**  **Library and knowledge specialists identify the knowledge and evidence needs of the workforce in order to deliver effective and proactive services.** | |
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| **Narrative**  ***(A commentary or description of what you do to achieve the indicators with cross-reference(s) to the relevant evidence provided in the evidence)*** | **Evidence**  Embed as PDFs to reduce file size  **DO NOT DUPLICATE FILES**  Cross-reference evidence used elsewhere. |
|  | |  |  |  | | --- | --- | --- | | Evidence no. (e.g. 1.1, 1.2) | Name/ brief description of evidence (1 per row) | Embedded file or website link  (1 per row) | |  | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **Quality and Improvement Outcome Three** | **Key strengths and good practice** |
| *Reflecting on your narrative and evidence above, please list your services' key strengths and/or any areas of good practice within your service which you would like to highlight in relation to this Outcome in the rows to the right.* |  |
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| **Outcome Four:**  **All NHS organisations receive library and knowledge services provided by teams with the right skill mix to deliver on organisational and *Knowledge for Healthcare* priorities.** | |
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| **Narrative**  ***(A commentary or description of what you do to achieve the indicators with cross-reference(s) to the relevant evidence provided in the evidence)*** | **Evidence**  Embed as PDFs to reduce file size  **DO NOT DUPLICATE FILES**  Cross-reference evidence used elsewhere. |
|  | |  |  |  | | --- | --- | --- | | Evidence no. (e.g. 1.1, 1.2) | Name/ brief description of evidence (1 per row) | Embedded file or website link  (1 per row) | |  | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **Quality and Improvement Outcome Four** | **Key strengths and good practice** |
| *Reflecting on your narrative and evidence above, please list your services' key strengths and/or any areas of good practice within your service which you would like to highlight in relation to this Outcome in the rows to the right.* |  |
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| **Outcome Five:**  **Library and knowledge specialists improve the quality of library and knowledge services using evidence from research, innovation and good practice.** | |
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| **Narrative**  ***(A commentary or description of what you do to achieve the indicators with cross-reference(s) to the relevant evidence provided in the evidence)*** | **Evidence**  Embed as PDFs to reduce file size  **DO NOT DUPLICATE FILES**  Cross-reference evidence used elsewhere. |
|  | |  |  |  | | --- | --- | --- | | Evidence no. (e.g. 1.1, 1.2) | Name/ brief description of evidence (1 per row) | Embedded file or website link  (1 per row) | |  | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **Quality and Improvement Outcome Five** | **Key strengths and good practice** |
| *Reflecting on your narrative and evidence above, please list your services' key strengths and/or any areas of good practice within your service which you would like to highlight in relation to this Outcome in the rows to the right.* |  |
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| **Outcome Six:**  **Library and knowledge specialists demonstrate that their services make a positive impact on healthcare.** | |
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| **Narrative**  ***(A commentary or description of what you do to achieve the indicators with cross-reference(s) to the relevant evidence provided in the evidence)*** | **Evidence**  Embed as PDFs to reduce file size  **DO NOT DUPLICATE FILES**  Cross-reference evidence used elsewhere. |
|  | |  |  |  | | --- | --- | --- | | Evidence no. (e.g. 1.1, 1.2) | Name/ brief description of evidence (1 per row) | Embedded file or website link  (1 per row) | |  | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **Quality and Improvement Outcome Six** | **Key strengths and good practice** |
| *Reflecting on your narrative and evidence above, please list your services' key strengths and/or any areas of good practice within your service which you would like to highlight in relation to this Outcome in the rows to the right.* |  |
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