**EVIDENCE SUMMARY**

**Program Name:**

*The Evidence Summary will help you summarize the key points from the evidence gathered in the PLAN phase, synthesize this information and use it to draft recommendations.*

*For each section of the Evidence Summary (if applicable):*

* *Follow the instructions in italicized writing under each heading. Remove the italicized instructions when complete.*
* *Include hyperlinks within the Evidence Summary to related documents*
* *Document if evidence is limited or not available*
* *If data source(s) were excluded from the Evidence Summary, please provide a rationale for this decision*
* *Update as new evidence becomes available. Record updates in the table provided and track versions at the end of the document*

# Public Health Issue

* *Describe the public health issue under investigation.*
* *Consider any mandate and organizational commitments by describing the alignment of this issue with the public health standards, legislation requirements, partnership agreements, organizational risk, etc.*

# Situational Assessment

## Population Health Assessment and Surveillance

***Tip***

*Table(s) and/or graph(s) may be useful in summarizing this information.*

* *Describe the size and scope of the public health issue by summarizing local population health information (e.g. surveillance data). If applicable, compare with provincial or national data.*
* *If local population health information is not available, include the population health information you do have about the issue. This may come in the form of provincial reports, professional organization reports, expert consultation, etc.*

## Community Assessment

* *Identify key stakeholders and provide a brief summary of the involvement of each stakeholder. Consider including the stakeholders’ perspectives regarding the public health issue.*
* *Consider outlining if there are gaps in the community needing to be filled in order to address the issue. Consider describing overlaps within the community.*
* *Include any political preferences/perspectives.*
* *If applicable/possible, indicate the target and/or priority populations identified through the population health and community assessment information.*

# **Identify Effective Strategies**

## Mandate Review

* *If this Evidence Summary is related to an existing program, consider providing a brief description of the program before summarizing the identified effective strategies*. *This is to outline what is required and how well the current program is meeting the mandated requirements.*
* *Briefly explain what is mandated according to the organization, province or other regulatory bodies.*

## Environmental Scan

* *Depending on the nature of the scan, a separate report may be developed.*
* *Consider briefly summarizing the findings of the scan in this section and/or hyperlinking the report to the evidence summary.*

## Literature Review

* *Depending on the approach to reviewing the literature selected (e.g. background reading, literature scan, focused practice question, rapid literature scan with expert consultation or rapid review of reviews(RRR)), a report may already have been produced.*
* *Consider briefly summarizing the findings of the literature in this section and/or hyperlinking the report to the evidence summary.*
* *Identify if priority population or target populations should be reconsidered based on the findings.*

# Integration of Evidence

* *Highlight if there is consistent and/or conflicting evidence across the various sources of information within the evidence summary.*

## Apply Public Health Expertise

* *Use the integrated evidence to identify the interventions to be started, altered or changed here.*
* *Consider summarizing the findings of any stakeholder perspectives, SWOT, PESTLE, Applicability and Transferability tool or other tools used to apply public health expertise to the integrated evidence.*

# Draft Recommendations

***Tip***

*Recommendations may include statements for additional information or the need to pose additional questions.*

* *Write draft recommendations based on the synthesized information above and review with management.*
* *Depending on the decided process, draft recommendations may not be necessary.*

# Capacity and Resource Considerations

* *Management will likely need to be involved in this stage (discuss when they would like to be engaged in the Evidence Summary writing process).*
* *Describe the resources required to achieve the outcomes identified:*
	+ *Consider the initial resources needed (e.g. start-up materials) and ongoing resources (e.g. staffing)*
	+ *Consider financial, human, material and space needs*
	+ *Indicate whether community partners are able to contribute resources (e.g. in-kind contributions, grants, etc.)*
* *Consider if educating existing staff and/or new staff is needed.*

# Final Recommendations

* *After reviewing the outcomes of the recommendations with regards to capacity and resource implications, final recommendations can be written.*
* *Before the recommendations are final, they should be reviewed with all key stakeholders and approved by the management team.*