



Quality Improvement Process Worksheet

Hospital: _____

Date Initiated: _____

Department: _____

Date of Report: _____

PROJECT IDENTIFICATION

1. What do you want to improve?
2. Who are the team members?
3. **What is your benchmark data?** Document it.
Benchmark data is your “starting point” for this QI project. It must clearly illustrate a problem and a need for improvement. It is also mandatory for tracking the efficacy of the intervention(s) that will be implemented, and the overall impact of this QI project.
4. What goal are you trying to achieve?
5. What QI methodology will you use? (PDCA, DMAIC, etc.)

During the Analysis Phase, you will identify what's really happening now. Ways to analyze include brainstorming, flow charting the process, gathering data via the registry or chart reviews, and developing logs & tick sheets so that you have #'s.

ANALYSIS

6. Describe the current situation. (**Attach data, charts, process flow**)
7. What does your data tell you?
8. What are the root causes for the current situation?

POSSIBLE SOLUTIONS

9. Can you remove time, steps, or dollars?
10. Based on the analysis, brainstorm with your team and make a list of possible solutions (**Interventions**).

ACTION

11. Prioritize these solutions in order to create an action plan.
12. Describe your action plan. (**Who will do what, when**)
13. Determine what data point(s) and variables will be tracked to monitor change/impact.
14. Create a timeline for implementing each step of your action plan, and how often you will monitor/re-check data.
15. Implement your plan.

CHECK

16. What will you measure to show the impact of your interventions, and determine whether or not any improvement has been made?

RESULTS

DATA MUST BE USED TO DOCUMENT THE RESULTS OF THE QI PROJECT AND CHANGES FROM THE BASELINE DATA

17. Compare benchmark data to the final results data. Review this data as a team and write a summarize the findings of the project and lessons learned.
18. How often will you re-measure? 1 month 3 months 6 months