Developing a Team Framework for QI

Before you begin your QI efforts, develop a framework to support the improvement work and to provide clear direction for your QI team. Here are some ideas to get started:

1. **Be a QI champion.** Lead by example, providing active, strong endorsement of QI efforts in your practice.

   Describe how you will present the benefits of QI to your practice and identify any resources you will share:

   List ways you will personally lead and endorse QI efforts in your practice:

2. **Identify leaders with QI experience.** Look internally and externally for people with QI experience who can help you get your team started:

<table>
<thead>
<tr>
<th>Name</th>
<th>Knowledge/Skills</th>
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3. **Assemble a QI team.** Consider the aim and the processes that will be affected by the improvement efforts. Then, choose enthusiastic people with diverse knowledge and skills so that the team is made up of members who are familiar with different parts of the process. Consider managers, administrators, physicians, nurses, front office staff, nurse practitioners, physician assistants, and others. Make every attempt to incorporate the 3 kinds of leadership expertise: leadership at the organizational level, leadership at the subject level, and day-to-day leadership.
List your QI team here:

Aim:

Team leader:
Technical expert:
Day-to-day leader:
Additional team members:

4. **Develop team guidelines.** Consider the following:
- Ask all members to complete this EQIPP course to foster a shared vision of the QI process.
- Develop a clear mission for the team.
- Schedule regular team meetings.
- Provide meeting guidelines that include ways to keep team meetings on track, getting everyone involved, discussing issues openly, sharing plans and results with others, and working together to develop effective solutions.

Write your team guidelines here, considering the points listed above:

5. **Develop staff members' skills.** Consider the educational opportunities you can provide to members of the team. In addition to asking team members to complete this EQIPP course, are there additional ways you can help them develop their skills for tasks such as setting measures, collecting data, and analyzing results?

Write an educational plan for your team based on its current skill level. Identify the gaps. How will you fill them? When?
6. **Cultivate a culture for QI.** Encourage everyone to continuously improve the quality of services and programs. You may want to develop a mission statement or set of improvement principles to help guide your practice.

Describe the culture for QI you want to create. Perhaps write a QI mission statement or a set of improvement principles that you will use to guide your practice: