

Quality Improvement Project Steps

Radiology

Idea/Problem

Idea Checklist

- ☐ Idea/Problem?
- ☐ Project fit into QI?
- ☐ Size/priority/time?
- ☐ Possible solutions?
- ☐ QI resources?
- ☐ Likelihood of success?
- ☐ Barriers & enablers?
- ☐ Others doing to solve this problem?
- ☐ People, process and systems involved
- ☐ Who owns the process?
- ☐ Recommended next steps?

Present summary to team

Investigation
10-12 brs

Investigation Checklist

- ☐ Literature & research?
- ☐ Baseline measurement?
- ☐ Current process
- ☐ Start Key Driver Diagram

Present summary to team

Research & Planning

Goals & Measurement Plan

- Define goal/SMART AIM, scope and how to measure
 - · Determine audit process
 - Automate measurements (if applicable/possible)
 - Create baseline run chart

Present plan and baseline run char

Research & Developmen

- Develop team/roles
- Study current methods/process
- Complete Failure Modes & Effects Analysis or 5 Whys
 - Investigate current best practices
- Test and develop new methods/process/interventions (PDSAs)
 - Determine what methods/process/interventions to adopt
 - Finalize Key Driver Diagram

Present plan and future process

Communication & Acceptance Plan

- Communication and feedback plan
- Identify and plan for change barriers
- Identify ways to support & enable change
- Change strategy: motivation/ability, personal/social/structural

Present plan

Rollout

Launch week 1

- Train
- Practice

Support week 2-

- Clarify/resolve concerns
- Coach/encourage
- Teach/share learnings
- Group feedback

Transition week 5-12

- Share ongoing learnings
- Individual feedback
- Share run charts/progress
- Spread improvement
- Celebrate

Maintain week 13 and or

- Monitoring/feedback
- Incentives
- Coaching

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