○ **CHOOSE A QI FACULTY MENTOR (JULY – AUGUST)**
Select a QI faculty mentor who, along with the QI Coach (QIC), will guide your progress. Select a faculty mentor at the July Noon Conference (or one will be assigned). You are responsible for initiating meetings with your faculty mentor, and must meet twice a year. A list of QI faculty mentors is posted at www.lchcape.org/SharePoint; choose "SharePoint" from the left column. In SharePoint, choose "Shared Documents" from the left column, and then choose the "Curriculum" folder.

○ **PARTICIPATE IN DIDACTIC SESSIONS (ONGOING)**

○ **READ (ONGOING)**

○ **COMPLETE ONLINE IHI QI MODULES**
You should complete the IHI QI modules listed below. Once complete, print your transcript and return to CAPE or email an electronic copy.

Modules include:

- QI 103: Measuring for Improvement
    - Lesson 1: Measurement Fundamentals
    - Lesson 2: Displaying Data
    - Lesson 3: Learning from Measures

- PS 103: Teamwork and Communication
    - Lesson 1: Why are Teamwork and Communication Important?
    - Lesson 2: Basic Tools and Techniques
    - Lesson 3: Communication During Times of Transition
    - Lesson 4: Developing and Executing Effective Plans

○ **REFLECTIVE PRACTICE PROJECT WRAP UP (JULY – SEPTEMBER)**

○ **PARTICIPATE AS A TEAM MEMBER ON A QI PROJECT**
Participate in a current inpatient or outpatient QI initiative. This is an opportunity to learn more about QI and helps you develop the skills to participate on and lead a QI team. Review available QI projects with the QIC. Alternatively, you can initiate a project based on an identified QI need. If you choose this avenue, contact the CAPE team for approval and to guide you through that process. Make your project selection by the end of July.

When joining a QI project team, it is important to understand the project background. Contact the project team leader to find out: 1) the "charter" or "aim statement" 2) project measures and 3) the project changes (sometimes called "change concepts" or "change package"). In addition, you will attend the QI project team meetings to participate in the specific changes tested. You should attend as many team meetings as possible and play an active role on your team. Some roles may include data collection, PDSA development and implementation, or assisting with administrative tasks. These roles ebb and flow based on the project phase. Alternatively, you will be responsible for a portion of a current project.

○ **SUBMIT PROJECT REVIEW (IF APPLICABLE: MAY)**
Many residents will continue with the same project during their third year, but some projects may conclude during a resident's second year. If your project is ending, complete a report to reflect on your project experience and prepare for the upcoming year. Email the report to your QI faculty mentor and QI Coach by the end of May. Once you have submitted the report, your QI Coach will contact you to schedule a review meeting. You are encouraged to invite your QI faculty mentor. This meeting will also provide guidance for your more extensive, 3rd year QI work.

○ **HAND OFF EXERCISE (MAY)**
You will be provided information about a sample project. To gain experience in project hand offs, you will use the details given to you to prepare a hand off report with a summary of the data and PDSA cycles. This will ensure a smooth hand off at the conclusion of your third year.