

QUALITY IMPROVEMENT PROGRAM REQUIREMENTS YEAR THREE

- **CONTINUE MEETING WITH YOUR QI FACULTY MENTOR** Meet with your faculty mentor at least twice a year.
- **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:

- PS 101: Fundamentals of Patient Safety
 - Lesson 1: To Err is Human
 - Lesson 2: Responding to Error
 - Lesson 3: Identifying and Reporting Errors
 - Lesson 4: Error versus Harm
- PS 102: Human Factors and Safety
 - Lesson 1: Understanding the Science of Human Factors
 - Lesson 2: Changes Based on Human Factors Design Principles
 - Lesson 3: Using Technology to Mitigate the Impact of Error

○ **PARTICIPATE AS A "RESIDENT CHAMPION" ON A QI PROJECT (ONGOING)**

You will champion a QI team. (*A physician champion* leads the QI project team through developing and carrying out the project Aim; establishes meetings, agendas, and tasks; oversees PDSA cycles for the project. A definition of *resident champion* is in the Glossary in the CAPE SharePoint Curriculum folder.) Seek guidance from your QI faculty mentor and QIC. You should complete the following steps:

Identify a QI project. You may: 1) maintain membership on your current QI project but redefine your role as resident champion, 2) select a different project to champion, or 3) establish and champion your own project.

Understand the project background. Contact the QIC if you choose an existing project. If you establish your own project, work with the QIC to develop your background information:

- Write a brief "problem statement" with baseline data (e.g. chart audits) related to your project — (*What is the extent of the problem and why is a change important?*)
- Write an "aim statement" which includes the project goals— (*What are you trying to accomplish?*)
- List your project measures — (*How will you know a change is an improvement?*)
- List the changes you intend to make — (*What changes will result in an improvement?*)
- Recruit others, with an interest in your QI project idea, to join your team

Use your QIC and Data Analyst. Get feedback on planning and implementing changes and collecting data.

Conduct your QI Project. Use the tools you have learned, and apply the PDSA approach to test changes in clinical settings. Remember to choose changes simple enough to complete a PDSA in a short period, preferably within one week. Reference the PDSA template in the CAPE SharePoint Curriculum folder for assistance.

○ **PRESENT QI PROJECT AT QI FORUM OR SCHOLARLY EVENT**

Present the QI project you have "championed" at a QI Forum or alternate scholarly venue using the power point template found on the website (www.lchcape.org/SharePoint; choose "SharePoint" from left column, then choose "Shared Documents" from left column, and choose "Curriculum" folder) or on the G: Drive, under QI Forum. You will receive further instructions from the QI staff.

○ **SUBMIT A PROJECT REVIEW (4/30)**

Before graduation, submit a project review (template found on the CAPE website at www.lchcape.org or ask CAPE staff). This allows you to reflect on your project experience and lessons learned. Bring the completed document to your QI project review meeting and email to CAPE; it becomes part of your portfolio. This step must be completed even if the project is handed off.

- **COMPLETE QI COMPETENCY/PROGRAM EVALUATION SURVEY (4/30)**
The evaluation assesses your knowledge of QI methods and tools and provides feedback to evaluate the effectiveness of the resident QI program. The QIC will hand these out in April. Please bring the survey to your review meeting and email a copy to CAPE.

- **ATTEND PROJECT REVIEW MEETING WITH QI FACULTY MENTOR (4/30)**
Bring your project report and your QI competency assessment to reflect on your experience and provide feedback.

- **HAND OFF PROJECT (6/1)**
Prior to graduation, it is important to hand off your QI project (if not complete) to another team or individual who can manage your current progress and sustain your efforts; a 2nd year resident may be interested in taking this role. Your QI Coach will facilitate the process during your project review.