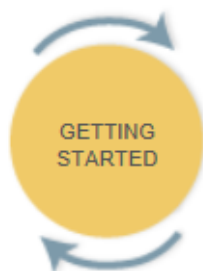


CHECKLIST: How to Create, Implement and Sustain Quality Improvement Plans



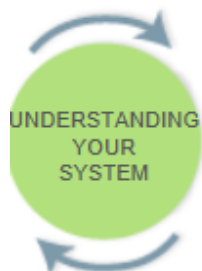
Purpose: Ensure teams are engaged and prepared to develop the upcoming Quality Improvement Plan (QIP)

- Establish a QIP committee and organize regular meetings to develop and monitor the implementation of the QIP
 - Tip: engage the board, senior team, staff and patients/residents
- Draft the [Quality Improvement Plan Charter](#)
- Download and review QIP documents from Health Quality Ontario's [website](#)
- Review updates to the *Excellent Care for All Act* (2010) and regulations from the Ministry of Health and Long-Term Care's [website](#)
- Test your QIP Navigator log-in information and ensure it is available



Purpose: Understand the progress made and identify potential areas for improvement

- Review progress on commitments made in earlier QIPs; review quality improvement activities and results. Were targets met or exceeded?
- Complete the Progress Report for the upcoming QIP
- Review the current performance on recommended QIP indicators
- Review other inputs (e.g., patient relations, expressed needs of patients/residents, strategic plan). See guidance documents for more information
- Create a [measurement plan](#) and collect data and information relating to priority areas



Purpose: Identify priority areas and indicators for the upcoming QIP

- Analyze and interpret data relating to priority and other areas for improvement
- Identify priority areas and indicators to be included in the QIP
- Complete the narrative component of your upcoming QIP
- Identify draft targets and brainstorm change ideas to be tested
- Complete the draft workplan for the upcoming QIP
- Secure senior leadership endorsement and prepare for board approval



Purpose: Submit your QIP and begin implementing the quality initiatives

- Obtain board (or similar) approval for the QIP and formal endorsements (sign-off) by required parties
- Submit your QIP to Health Quality Ontario by April 1
- Confirm quality improvement teams and sponsors (senior team)
- Begin the quality improvement activities outlined in your QIP (e.g., testing change ideas)
- Establish ongoing data collection, analysis and interpretation as well as communication mechanisms to monitor and share progress and impact

Purpose: Sustain changes and formally embed new processes



- Develop a sustainability plan
- Formalize and standardize changes that demonstrate improvement into policies and procedures, orientation, required documents, electronic forms etc. Document new processes
- Share new processes creatively, widely, regularly and often
- Create an ongoing measurement plan to monitor the uptake and impact of new processes; manage accordingly
- Identify and mitigate risks and challenges; use the plan-do-study-act cycle to formally implement and sustain changes

Purpose: Share learning and spread changes across the organization



- Develop and implement the spread plan
- Establish processes and mechanisms for monitoring the spread plan, as well as whether formal changes are sustained in all areas
- Communicate progress and impact creatively, widely, regularly and often
- Identify and mitigate risks and challenges; use the plan-do-study-act cycle to formally implement the spread plan