

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

Ensure teams are engaged and prepared to develop the upcoming QIP



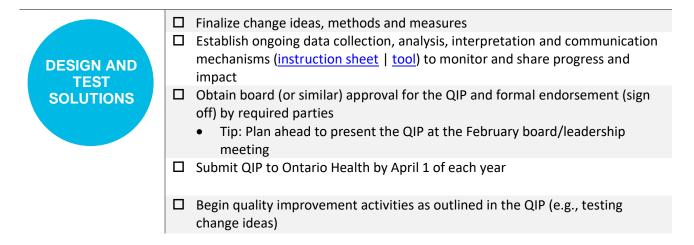
- ☐ Establish a QIP working group and organize regular meetings to develop and monitor implementation of the QIP
 - Tip: engage board, senior team, staff, and patients/residents/clients and families
- ☐ Download and review the QIP planning materials available on Ontario Health's website:
 - Annual memo
 - Quality priorities for the upcoming QIPs
 - QIP Guidance Document and other available guidance documents
 - Indicator technical specifications
- ☐ Draft a quality improvement plan charter (instruction sheet | tool)

Understand progress made and identify potential areas for improvement

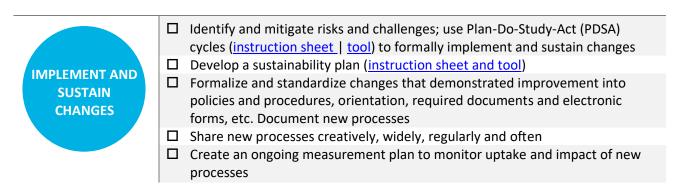


	Review progress toward targets set in previous QIPs; review quality improvement activities and results. Were targets met or exceeded?
	Complete the QIP Progress Report, including lessons learned over the previous year
	Complete the QIP Narrative
	Gain an understanding of the patient/resident/client experience (<u>voice of the customer</u> and <u>capturing the patient experience</u>)
	Review other inputs (e.g., your organization's strategic plan)
	Identify priority indicators to be included in the QIP. If a priority indicator is not selected, document the reason in the comment section of the QIP Workplan
	Develop a measurement plan to analyze and interpret data relating to priority indicators (<u>instruction sheet tool</u>)
	Identify draft targets and identify change ideas to be tested (see <u>Quorum</u> for potential change ideas)
	Complete a draft QIP Workplan (will remain in draft until the QIP has been approved)
	Confirm quality improvement team(s) and sponsors (senior team)
	Secure senior leadership endorsement and prepare for board approval

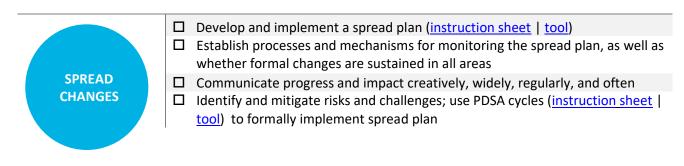
Submit your QIP and begin implementing the quality initiatives



Sustain changes and formally embed new processes



Share learning and spread changes across the organization



Questions? Contact QIP@ontariohealth.ca

