**University of Arizona COM Internal Medicine BETTER Resident**

**QI project work sheet:**

This is a planning document to help you think about important questions and stay organized with your QI project. If you are stuck on a step, speak with the QI/PS faculty that you have met with during BETTER week

You should also continuously return to this worksheet making changes as you learn more and your project evolves. If you are doing a group project, one worksheet per project will need to be submitted. As you go about planning your project, please submit the RDC (research determination committee) application to determine if your project will require IRB approval.

1. Improvement Opportunity*: (What is the general topic on which you want to work?): From as broad as cardiology, inpatient, ambulatory or specific like heart failure, peripheral vascular disease.*
2. National/Global Background (*What do we currently know about this problem?): Why did you select it? What are the current clinical guidelines for the condition that you are considering a project around, summarize the literature, problem, measures used in other studies and prior successful interventions? This will become more of an abstract in the future but you may find that early this is just an annotated bibliography and connects with your references. Don’t forget to look in the Nursing and health care quality literature if you are stuck.*
3. References *+ as you take notes, save the reference and a brief description regarding study design and conclusion- this will make the preparation of your manuscript much easier.*  ***Have at least 5 references pulled and listed here.***
4. Current Process/Local background: *What is the current process and who is involved? What is it about this improvement area that makes it relevant/important to the hospital and stakeholders*? *Complete a Fishbone diagram of contributing factors and make a process flow map related to your process. Consider using electronic versions Process mapping:* [*https://www.draw.io/*](https://www.draw.io/) *or Fishbone diagram:* [*https://wwwlucidchart.com/*](https://wwwlucidchart.com/)
5. Your Team- *(Whom will you involve to help with this project to get input, ideas, guidance? Think of system leadership, faculty mentor, clinical/technical experts, and day to day leader. You will need to include at least one faculty member here that should also be listed as last author on your poster/paper.*
6. Intervention (*What change can we make that will result in improveme*nt?): *Consider potential changes to implement (from literature review, discussion with colleagues, experience from a different perspective).*
7. Measures- *How will we know a change is an improvement? Make sure that you have an Outcome, Process and Balancing measure. Include the specific variables to be collected and your data analysis plan. Run chart: http://www.ihi.org/Pages/default.aspx*
8. Write an AIM Statement (*What are we trying to accomplish?)*: *In the SMART format (Specific, measureable, achievable, relevant and time-based)*
9. Think of the 6 AIMS for health care quality (Safe, Timely, Effective, Efficient, Patient-Centered, Equitable)- which of these will your project address?
10. Will you need IRB approval? Did you submit your research determination committee application and what was the result? Did you complete the CITI modules? I*f yes you will IRB approval, discuss with Dr. Gerkin*
11. Expected timeline: *What will you complete this month? What will you complete between this BETTER week and the next?* *What do you still need for your mandatory poster presentation? When is the next opportunity to present your QI work? Is there a meeting deadline or opportunity that you need to keep in mind?*