Meeting Minutes

Meeting Name: QIC Meeting	**Location**: Virtual (electronic only)

Date: 4/19/2017	**Start Time**: 3:00 P.M.	**Stop Time**: 3:00 P.M. 4/20

Note Taker: All	**Facilitator**: Terri Dzienis

Division/Committee: Quality Improvement Committee

Virtual Attendees/Minutes Contributors: Kim Koons, Heather Macdonald, Jil Neuman, Terri Dzienis, Janet Copeland, Kim Campbell

MINUTES

1. **Instructions for today's meeting:**

    a. Today's meeting is a virtual meeting, versus our normal in-person meetings.

    b. Terri has created this draft meeting minutes document for this virtual meeting. Each member is to add their updates to the meeting minutes document in the area Terri has provided. All areas requiring updates are highlighted in Red Text. If members have additional areas they want to enter comments, they are free to do that as well, they just need to include their name with any comments and highlight them in contrasting text formatting.

    c. Once complete, the members are to email Terri their updated document.

    d. Members have 24 hours to complete their updates from the time Terri provides the document (as noted in the start and stop times listed above). If they are not able to complete their update in that time period, they shall inform Terri ASAP so other arrangements can be made.

    e. After all updates have been submitted, Terri will finalize the meeting minutes including a list of action items, and send them to the members.

2. Review Status of action items:

    a. Terri: Complete QIC 3/15/17 meeting minutes by 3/22/17;

        i. Completed 4/19/17. Since Terri completed well beyond the deadline, the action items deadlines included in those minutes were set to 05/17/17 (next month's meeting)

    b. Terri: Update QIPT Charter form by 5/17/17

        i. Update by Terri: No progress has been made, but deadline not past yet.

    c. Develop QIPT PDCA implementation structure for QIPT meetings

        i. Terri: Review PDCA power points; Work with Heather to decide if can use as is or need revised by 5/17/17

            1. Update by Terri: No progress has been made, but deadline not past yet.

    ii. Heather: Review PDCA Lean Event guide and power points in the following folder \\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Projects\QI Project Team Resources. Arrange to meet with Terri to discuss and decide if can use as is or need revised by 3/15/17

        1. Update by Heather: I reviewed multiple PDCA power points and I liked the ABC's of PDCA from the Public Health Foundation. I also liked Maricopa PDSA Challenge handout. Lets meet soon

    iii. Terri: Get information on PDCA supplies and place an order by 5/17/17

        1. Update by Terri: Got approval from Jim Adams funds are available to purchase supplies. Need to get quotes and place order. Deadline not past yet.

        2. Question from Kim K: What items are we purchasing?

            a. Answer from Terri: In order to complete the PDCA lean event for the QI projects, you need to use tablets of paper to write notes/ideas, need multi-colored post it notes to complete the process map, butcher paper to cover walls for process map and to keep notes/ideas, and need sharpies to write on these items. Tablets of paper are already available, but need butcher paper, multi-colored post it notes, and sharpies. I also wanted to purchase a container to hold these supplies so they are always together for when we conduct QI project meetings.

d. QI Tool training for QIPT members

    i. Terri: Review the Ohio Train courses (provided by Heather via email on 1/30/17, Heather suggested the intermediate course #1065887) and Lean Ohio PDCA Training materials; Work with Heather to decide on which to use for QI Tool training 5/17/17

        1. Update by Terri: No progress has been made, but deadline not past yet.

    ii. Heather: Arrange to meet with Terri to discuss and decide if the Ohio Train courses and/or Lean Ohio PDCA Training materials will be used for QI Tool training by 5/17/17

        1. Update by Heather: Lets meet

e. Develop QI Skill assessments

    i. Kim K: Revise QI Skills Assessment, including answers highlighted in yellow, with additional questions from Heather sent on 3/16/17. Once final, send assessment to Heather. Save revised assessment at: \\health-win\health\public\ALL\Staff Committees\Quality Improvement\Action Items\ Complete by 5/17/17

1. Update by Kim K: This was discussed, via email, with Heather and completed on 3/17/17. Attached to email was the revised assessment and has been saved in QIC folder noted above. COMPLETED

   ii. Heather: Review revised QI Skills Assessment and answers from Kim Koons. Inform Kim if approved or needs revisions by 5/17/17

   1. Update by Heather: looked good to me. COMPLETED

   iii. Action Items:

   1. Terri to review and approve QI skills assessment by 5/17/17. Send email to Kim K when done so she can start updating form format.

   f. Terri: Notify Jil & Debbie of change; update QI website with Jil's name by 4/19/17

   i. Update by Terri: On 4/19/17, Terri send Jil Neuman and Debbie Mazzocca emails about the change. Terri also updated the QI website to list Jil's name as a member of the QIC. COMPLETED.

3. Review activities with near future deadlines and make plans on how to accomplish them

   a. Develop QIPT PDCA implementation structure for QIPT meetings due 3/31/17

   i. See status of action item above

   b. Find free QI Tool training for QIPT members due 3/31/17

   i. See status of action item above

   c. Develop QIPT Charter for each QIPT due 3/31/17

   i. See status of action item above

   d. Find free QI 101 into training & conduct training due 3/31/17

   i. Terri selected "Intro to QI in PH" course #1059243 from OhioTRAIN to serve as QI 101 training for CCHD (as specified during last months meeting)

   ii. Action Item: Kim Campbell has been assigned to send an email to all staff without QI experience to complete this training in OhioTRAIN within 30 days of email. The email shall include instructions for how to register and complete the course in OhioTRAIN.

   1. Deadline for Action Item: <u>Wait</u> to complete this until after the QI Skills Assessment 2-question survey are conducted of all staff.

   e. Develop/find QI skill assessment and conduct assessment due 3/31/17

   i. See status of action item above

   ii. QI Skill assessment should be provided via survey monkey with just the first questions asking if the employee has previous QI experience and what the employee's name is (2 questions).

  iii. For any survey responses received stating an employee does have QI experience, then they are required to complete the rest of the assessment, and the assessment form should be sent to the employee electronically to fill out.

  iv. Action Item:

   1. This is assigned to Kim K to create the 2 question survey monkey and email out to all employees (providing the employees a one-week deadline). <u>Deadline</u> to complete is 05/17/17

    a. This can be completed as soon as able, and before the entire QI Skills Assessment form is completed, since the first question of the form is already known.

    b. Comment from Kim K: I believe survey monkey only allows multiple choice questions. If that's the case, it won't allow employees to type their name. I will look into this further.

   2. After receive approval of assessment by Terri, need to update final QI Skills Assessment form format, if necessary, to allow employees to answer electronically. This may work best as a survey monkey form. Kim K is assigned to <u>complete</u> this by 05/17/17.

   3. Send employees with QI experience (per answers to 2-question survey) electronic QI Skills Assessment. Deadline for Action Item: <u>Wait</u> to complete this until after the QI Skills Assessment form is completed.

  v. Need to decide who is responsible to grade the assessments. Will discuss as group during next meeting.

4. Member topics/questions

 a. Topics/Questions by Jil: No response

 b. Topics/Questions by Janet: no comments or questions

 c. Topics/Questions by Kim C: None

 d. Topics/Questions by Kim K: None

 e. Topics/Questions by Heather: None

5. Assign action items – See section #2 and #3 above.

6. Future Meeting topics: Continuation of any not completed above.

7. Next Meeting: Wednesday May 17 @ 3:00pm

Meeting Minutes

ACTION ITEMS		
Item	**Person Responsible**	**Deadline**
See Sections #2 & #3 above for details.	QI Team	
Terri to review the Ohio Train courses Heather emails and Lean Ohio PDCA Training materials; Work with Heather to decide on which to use for QI Tool training	Terri Dzienis	05/17/2017
Arrange to meet with Terri to discuss and decide if the Ohio Train courses and/or Lean Ohio PDCA Training materials will be used for QI Tool training	Heather Macdonald	05/17/2017
Review PDCA Lean Event guide and training power points located in the following folder \\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Projects\QI Project Team Resources. Arrange to meet with Terri to discuss and decide if can use as is or need revised	Heather Macdonald	05/17/2017
Review PDCA power points; Work with Heather to decide if can use as is or need revised	Terri Dzienis	05/17/2017
Get information on PDCA supplies and place an order.	Terri Dzienis	05/17/2017
Update QIPT Charter	Terri Dzienis	05/17/2017
Send an email to all staff without QI experience to complete the QI101 training in OhioTRAIN within 30 days of email	Kim Campbell	After the 2-question survey is conducted of all staff
Review/approve revised QI Skills Assessment	Terri Dzienis	05/17/2017
Create/Send QI Skills Assessment 2-question survey in Survey Monkey to all staff	Kim Koons	ASAP or by 05/17/17
Update format of QI Skills Assessment form so can be provided electronically (after assessment approved by Terri).	Kim Koons	05/17/2017
Send employees with QI experience (per answers to 2-question survey) electronic QI Skills Assessment form.	Kim Koons	After format final and assessment approved.
Complete QIC meeting minutes	Terri Dzienis	04/28/2017

Meeting Minutes

APPROVAL		
These minutes represent a true and accurate record of this meeting to be the best of my knowledge.		
	Person Responsible:	**Date**:
Meeting minutes submitted by:	All except Jil (Janet last submission)	4/20/17
Meeting minutes approved by:	Terri Dzienis	4/26/17