



Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 5/17/2017	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	
Invited Attendees: Kim Koons, Kim Campbell, Janet Copeland, Heather Macdonald, Jil Neuman		

1. Assign Note Taker for today's meeting
2. Feedback on Virtual Meeting format for last 2 meetings
3. Review Status of action items:
 - a. Terri: Update QIPT Charter form by 5/17/17
 - i. Terri COMPLETED on 4/26/17. This updated form 800-015-03-F is available on the CCHD policy website.
 - b. 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
 - 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 5/17/17.
 - iii. Terri: Get information on PDCA supplies (multi-colored post it notes, large tablets of paper, butcher paper, sharpies, container to hold these supplies) and place an order by 5/17/17
 - c. 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
 - 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
 - d. QI Skills Assessment

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- i. Kim K: Create the 2 question survey monkey and email out to all employees (providing the employees a one-week deadline). Deadline to complete ASAP but no later than 05/17/17
 1. Survey emailed on 4/21/17, with reminders on 4/26 & 5/3. Results?
 - ii. Terri: Review and approve QI skills assessment by 5/17/17. Send email to Kim K when done so she can start updating form format Develop QI Skill assessments
 - iii. Kim K: Update final QI Skills Assessment form format, if necessary, to allow employees to answer electronically. This may work best as a survey monkey form. Deadline to complete is 05/17/17
 - iv. Kim K: Send employees with QI experience (per answers to 2-question survey) electronic QI Skills Assessment. Deadline: Wait to complete this until after the QI Skills Assessment form is completed.
 - e. Kim Campbell: Send an email to all staff without QI experience to complete QI 101 Intro training (“Intro to QI in PH” course #1059243) in OhioTRAIN within 30 days of email. The email shall include instructions for how to register and complete the course in OhioTRAIN.
 - i. Deadline for Action Item: Wait to complete this until after the QI Skills Assessment 2-question survey are conducted of all staff and results are shared.
4. 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~~ 6/30/17
 - i. See status of action item above
 - b. Find free QI Tool training for QIPT members due ~~3/31/17~~ 6/30/17
 - i. See status of action item above
 - c. Develop QIPT Charter for each QIPT due ~~3/31/17~~ 6/30/17
 - i. See status of action item above
 - d. Find free QI 101 into training & conduct training due ~~3/31/17~~ 6/30/17
 - i. See status of action item above
 - e. Develop/find QI skill assessment and conduct assessment due ~~3/31/17~~ 6/30/17
 - i. See status of action item above
 - ii. Discuss and decide who is responsible to grade the assessments.
 5. Member topics
 6. Assign action items
 7. Future Meeting topics: Continuation of any not completed above.
 8. Next Meeting: Wednesday June 21 @ 3:00pm