



Public Health
Prevent. Promote. Protect.

Canton City Health District

Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 6/21/2017	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. Review Status of action items:
 - a. Jil: Complete QIC meeting minutes by 5/24/17
 - i. Completed 5/22/17. Terri approved 6/16/17.
 - b. Develop QIPT PDCA implementation structure for QIPT meetings
 - i. Terri: Review materials in QIPT Resources folder (<\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Projects\QI Project Team Resources>) to make sure all are needed for the PDCA implementation by 6/21/17
 - ii. Terri: Purchase PDCA supplies by 6/21/17
 - c. QI Tool training for QIPT members
 - i. Terri & Heather: Discuss and decide if the Ohio Train courses and/or Lean Ohio PDCA Training materials will be used for QI Tool training during the QIPT project by 6/21/17.
 - d. Jil: Check with Rob to see if there is a program we could use to enter multiple choice questions and would also grade the test. Also, how to maintain a list of employees test scores and/or skill level for quality improvement
 - i. Additionally, Terri asked Jim A if OhioTRAIN can maintain a list of employees skill level, and he said "No".
 - e. QI Skills Assessment
 - i. Kim K: Compile/save results of Survey Monkey QI Skills Assessment 2-question survey
 1. Email sent to group on 5/18/17. Results saved at <\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Skills Assessment\QI skills assessment results.xls>
 - ii. Heather: Propose 10 additional questions for assessment and send to Terri by 6/9/17



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- iii. Terri: Review additional questions, revise (including scoring) and approve QI skills assessment by 6/21/17. Send email to Kim K when done so she can start updating form format.
 - iv. Kim K: Update final QI Skills Assessment form format, if necessary, to allow employees to answer electronically. Wait to complete this until after the QI Skills Assessment is approved by Terri.
 - v. 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.
 - vi. Grading the assessments: Group hopes a program can be used to automatically grade the tests. See Jill's action item in 2.d. for program options.
 - f. 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. Complete within 2 weeks of receiving 2-question survey results from Kim K.
 - i. Email sent 6/15/17. Staff have until 6/29/17 to complete.
 - g. Terri: Make arrangement to update training policy and Workforce Dev Plan to include QI Skills Assessment and trainings. Wait to complete this until after the QI Skills recordkeeping is final.
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~~ 6/30/17
 - i. See status of action item 2.b. above
 - b. Find free QI Tool training for QIPT members due ~~3/31/17~~ 6/30/17
 - i. See status of action item 2.c. above
 - c. Develop QIPT Charter for each QIPT due ~~3/31/17~~ 6/30/17
 - i. Charter form completed. Need to start QIPT for charter forms to be used.
 - d. Find free QI 101 into training & conduct training due ~~3/31/17~~ 6/30/17
 - i. See status of action item 2.f. above
 - e. Develop/find QI skill assessment and conduct assessment due ~~3/31/17~~ 6/30/17
 - i. See status of action item 2.e. above
 4. Member topics
 5. Assign action items
 6. Future Meeting topics: Continuation of any not completed above.
 7. Next Meeting: Wednesday July 19 @ 3:00pm – This will likely be Virtual Meeting format.