Meeting Agenda

Meeting Name: QIC Meeting	**Division/Committee**: Quality Improvement Committee	
Date: 04/18/2018	**Start Time**: 3:00	**Stop Time**: <u>4:30</u>
Location: Board Room	**Facilitator**: Terri Dzienis	
Invited Attendees: Kim Koons, Kim Campbell, Janet Copeland, Heather Macdonald, Chrissy Kardos		

1. Assign Note Taker for today's meeting

2. QIC operations effectiveness and revisions to charter

    a. Chrissy assigned to revise QIC Team Charter by 03/07/18 based on 02/21/18 meeting discussions. Chrissy completed 3/12/18 and Terri approved it and posted it on the QI website on 04/04/18. Complete.

3. QI Project assessment with 800-015-08-F

    a. Terri assigned to create final assessments based on consensus group opinion discussed during the 02/21/18 meeting by 03/21/18.

    b. Terri will revise the QI project assessment and project documentation forms based on the discussions during the 02/21/18 meeting as part of the QI plan revision action item 8. below.

4. QI project lessons learned

    a. Terri and Heather were emailed on 1/19/18 an action item to compile a list of lessons learned. The group will discuss these.

5. Assessment of final QIC progress on QI Plan goals

    a. All members were emailed on 4/4/18 an action item to review the data compiled by Terri to assess the progress on QI Plan goals. The group will discuss the following:

        i. Any questions, conclusions or impressions that you have regarding the data and conclusions.

        ii. Finalize assessment with group consensus.

        iii. Do you think any goals that are not completed need to be continued in the 2018-2019 year until they are completed?

6. QI Plan effectiveness evaluation

    a. All members were emailed on 4/4/18 an action item to review the data compared to the targets in table M.2.b. compiled by Terri to determine QI Plan effectives. The group will discuss the following:

        i. Any questions, conclusions or impressions that you have regarding the data and conclusions.

        ii. Finalize comparison to the targets in table M.2.b. and determination of QI Plan effectiveness.

    iii. Discuss/Finalize format/content of the effectiveness report for BOH.

    iv. What changes to this effectiveness evaluation do you think we should implement in the 2018-2019 plan?

7. Ideas for 2018-2019 QI goals to improve QI maturity

    a. All members were emailed on 4/4/18 an action item to develop a list of QI goals, with guidance from the QI Roadmap, to implement in the next 2 years. This will be discussed to come up with a consensus draft of the 2018-2019 QI goals.

8. QIC to review and revise the QI Plan by ~~03/31/18~~ 05/16/18

    a. Terri will draft revision to the QI Plan based on the information gathered in 2.-7. above and send to QIC for review. Once QIC approves changes, the QI Plan will go to DLT for review and approval.

9. Review Status of other action items:

    a. Kim K: Complete QIC 02/21/18 meeting minutes by 02/28/18; Kim completed 02/23/18 and Terri approved and posted on the website on 04/04/18

    b. Develop QIPT PDCA implementation structure for QIPT meetings

        i. Terri: Review materials in QIPT Resources folder to make sure all are needed for the PDCA implementation. Fine tune as necessary

        ii. Terri: Check progress of QI Supplies cart (being made by EH) by 02/21/18. Research carts available for purchase by 03/21/18. Terri checked on 4/4/18 and EH said they haven't started this yet.

    c. QI Tool training for QIPT members

        i. Terri: Review materials in Training Project Teams folder to make sure all are needed for the QIPT Tool training during PDCA implementation. Fine tune as necessary.

    d. Heather MacDonald: Look outside of OhioTRAIN to find another QI101 training by 03/21/18

    e. Terri: Get quotes to host our own training and contact other LHD to ask if they are interested in teaming up by 03/21/18

        i. This is no longer necessary. The intention of this action item was to use the grant funding and to get Rob advanced QI training. There is now a LeanOhio BootCamp (advanced QI training) scheduled for April 26-27 and May 3-4 that both Rob Knight and Linda Morckel are registered to attend. This training will use the grant funding and complete this goal/action item.

    f. Terri: When Christi Allen is completed with drafting the Onboarding policy, Terri will request the QI Skills Assessment be added to it for new hires by TBD.

    g. Terri: Send "homework assignment" to QIC with details of how to complete action items by 02/28/18.

      i. Terri emailed QIC assignment on 04/04/18 for items to complete for this meeting. See items

    h. Develop and implement a Performance Management System (PMS) by ~~03/31/18~~ 06/30/18

      i. Assigned to Accreditation Domain 9 team to complete.

    i. Complete Phone Routing QI Project due ~~03/31/18~~ 06/30/18

      i. Progress report by Heather and status of final documents (story board, etc).

    j. Complete Immunization Clinics QI Project due ~~03/31/18~~ 06/30/18

      i. Progress report by Terri and status of final documents (story board, etc).

10. Member topics

11. Assign action items

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

13. Next Meeting: Wednesday May 16 @ 3:00pm.