



Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 01/16/2019	Start Time: 3:00	Stop Time: 4:00
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. Submitted QI Project Ideas / Proposals
 - a. Chrissy Kardos was assigned to help Chris Henning and Amanda Archer to complete the Project Proposal form to initiate the large QI project based on their idea by 02/19/19. Status?
 - b. Review the lab project idea and determine next steps
 - c. Review the Phone Project #2 proposal and complete scoring.
3. Review Status of action items:
 - a. Chrissy and Kim K: Finalize QIPT PDCA implementation structure guides and resources (QI tool trainings, etc.) for QIPT meetings by 03/31/19. (includes reviewing process outline against Terri's bootcamp binder and compare to their binder/resources)
 - b. Heather completed finding the YouTube videos of QI Tools training to use for individual QI tools training and QIPT training. What are the next steps?
 - c. Heather and Terri: Coordinate completion of QI supplies cart by EH by 01/31/19
 - d. Heather: Complete the 2017 Phone Routing QI Project final steps and document by 03/31/19.
 - i. Still need to complete the graphical display summary to post in hallway. Deadline to complete by 02/19/19. This is assigned to Jil and Heather to complete together.
 - ii. Terri still needs to upload the documentation to the website. Will complete this after all documentation is completed, but no later than 03/31/19.
 - e. Terri: Complete the 2017 Immunization Clinics QI Project final steps and document by 01/31/19.
 - i. Improvement data collected on 10/01/18 and 10/15/18. Data compiled and analyzed on 10/17/18 & 10/18/18. The final QI project meeting to review the data and wrap-up the project occurred on 10/18/18. The team agreed the data showed some improvement, and overall the clinic runs more smoothly. The team decided to "adopt" the change and conclude the project. Project Complete.



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- ii. Terri provided post-project evaluation forms to QIPT members on 10/23/18 and gathered the completed forms on 11/7/18. The QIC will review the forms when the entire completed project is reviewed in February 2019.
 - iii. Terri needs to complete the project documentation (worksheet, graphical display summary, narrative, website, etc.) by 01/31/19.
- f. Terri: Complete QIC 12/18/18 virtual meeting minutes by 12/31/18; the last minutes input was received on 01/02/19; Terri completed and posted on the website on 01/16/19, which is beyond the deadline.
- 4. Review objectives with near future deadlines and make plans to accomplish them
 - a. Will complete during February 2019 QIC meeting.
- 5. Member topics
- 6. Assign action items
- 7. Next Meeting: Wednesday February 20, 2019 @ 3:00pm.