

Quality Improvement Implementation Plan Checklist

Steps to Planning and Implementation	Check / Included	Comments
Create a team to assist with development of an organizational profile and a mission/vision: <ul style="list-style-type: none"> • Who are we and why do we exist? • Who are our key stakeholders? • What services do we provide that are important to them? • What is our mission and our vision? 		
Create a team from multiple departments to list key services and processes related to delivering the services		
Perform a self-assessment to identify strengths and weaknesses related to: <ul style="list-style-type: none"> • Staff competencies • Leadership competencies • Overall Performance in key services and processes • Overall satisfaction – staff & other key stakeholders • Overall Quality Improvement Maturity Assessment 		
Develop a plan for Improvement based on self-assessment: 1) Immediate plan (6 months to 1 year) 2) Future plan (1 – 5 years)		
Develop standards for your quality improvement program (see standards checklist)		
Develop and deliver training in quality improvement principles (see training program checklist)		
Provide quality improvement training to the governing body		
Form a Quality Improvement (QA&A) Committee		
Start collecting data based on standards developed		
Form Quality Improvement Teams to assist with data collection, analysis, and action plans. Individual teams are formed according to the needs of the project, and include those closest to the work. These teams then report to the QA&A Committee.		
Determine communication methods for Quality Improvement Activities: <ul style="list-style-type: none"> • Quality Boards • Dashboards or scoreboards • Newsletters, Annual Reports, Website 		
Ensure quality improvement is part of everyone’s job description		
Establish rewards for staff involvement		
Develop a plan for routine self-assessment, as well as assessment of overall quality improvement program		