

10 Steps to QI Success

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Idea



Do you have an idea for a Quality Improvement project but don't know where to start? Use this road map to guide your project from idea development to abstract submission.

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Idea Development

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Write & Review

Submit abstract!

Click the hyperlinks to take you to the relevant section of the BGS QI Hub for help!



Idea

- Identify a care process or pathway which could be improved for staff or patients.
- Struggling for ideas? Ask your team members – they may have ongoing projects or new ideas which they have not had time to work on alone.

Idea Development

- Define the problem you have identified.
- Perform a soft literature review (e.g. google scholar) to explore work already done in this area.
- Speak to colleagues and patients about the problem, make observations, gather initial thoughts.
- "Wouldn't it be great if..." can be a useful prompt.

Identify Stakeholders

- Remember patients, service users and carers are important stakeholders to consider.
- What is the best way to communicate with each group, and what aspects are important to them?
- Ask a senior colleague(s) with QI experience for supervision and support.

Develop Model for Improvement

- These 10 steps are based on the Plan, Do, Study, Act QI model, but there are others.
- Your local trust may have their own tried and tested methodology infrastructure.
- What data do you need to collect? (e.g. quantitative or qualitative).
- Create a run chart to manage your data.
- How are you going to measure your change?
- Think about your Plan, Do, Study, Act cycle.

Analyse Data

- What methods are you using for analysis?
- Analyse your data, compare data to predictions and summarise your learnings.

Get Testing

- Now is the time to implement the second phase of your Plan, Do, Study, Act model. (see the QI hub for more information on this).
- Keep your process, outcome and balance measures in mind.
- Test changes on a small scale. The cumulative result of multiple small-scale changes should result in a measurable and reliable improvement.
- Remember, don't be afraid to make mistakes. You can learn just as much – if not more!

Organise Team

- Identify roles to share the workload.
- Create a timeline of project with deadlines e.g. data collection, analysis, abstract submission.
- Arrange regular check-ins to monitor progress.
- Consider creating a shared team resource to enable remote working.

Register Project

- Register the project, make it official.
- Check with the trust audit/QI team, there may be an agreed proforma for project proposals.
- Is ethics approval required?
- Is this an audit or a QI project?

Re-Test

- What change have you made as a result of your initial analysis?
- How do you know if this has had an impact? – Re-collect data.
- Ongoing review of data and results will allow adaptation of the project to ensure maximum benefit.
- Remember – multiple PDSA cycle are the key to scaling up and spreading your good work and findings.
- Consider project sustainability – how will you ensure long term success of the project, and continued improvement?

Write & Review

- Review completed abstract with authors and project supervisor.
- Ensure meets requirements for submitting publication or conference e.g. word count.
- Ask your supervising colleague(s) to review your work prior to submission.
- Good luck, and well done for all of your hard work!

Submit abstract!