Instructions for Implementation

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Quality Improvement (QI) is the framework used to systematically and continuously transform the ways healthcare is delivered to patients by leveraging the involvement of all team members to lead to better patient outcomes.

Performance Improvement Continuing Medical Education (PI CME) is a structured, long-term process by which a physician or group of physicians learn about specific performance measures, assess their practice using selected measures, implement interventions to improve their practice, and then reassess their practice after an interval of time.

This toolkit is based on a completed CME/CE activity comprised of both QI and PI approaches and is designed based on the following model:

- Stage A: Learning from current practice performance assessment.
- Stage B: Learning from the application of quality improvement to patient care.
- Stage C: Learning from the evaluation of the quality improvement effort.

Instructions for Stage A:

1) Identify healthcare providers (HCPs) to participate in the improvement activity.
2) Identify clinical "champions" to lead clinic or department change efforts and support project implementation.
3) Determine quality measures.
4) Collect patient records for participating HCPs. Consultation with IRB on best practices for patient data collection is advised.
5) Analyze baseline vaccination rates for pre-determined quality measures.
6) Set goal(s) for performance improvement.
7) Develop action plan to improve vaccination rates. (**Action plan template** provided for reference)

Instructions for Stage B:

1) Action plan implementation and barrier mitigation.
2) Educate HCPs, champions, and support staff on best practices. Representative PowerPoint slides used for interventions are available within this toolkit. Other educational interventions should be leveraged, as needed.
3) Allow a predefined amount of time for the action plan(s) to take effect. Then, collect patient records for participating HCPs.
4) Analyze midpoint vaccination rates for pre-determined quality measures.
5) Monitor progress towards goal(s) and modify action plan(s) to promote continued improvement.

Instructions for Stage C:

1) Allow a predefined amount of time for the action plan(s) to take effect. Then, collect patient records for participating HCPs.
2) Analyze final vaccination rates for pre-determined quality measures.
3) Conduct a reflection exercise to understand its impact on the organization and patient care. (Sample **reflection questionnaire** provided for reference)
4) If desired, set new quality goals or determine new quality measures and repeat stages B and C to reach desired outcome.