

Quality Improvement Planning

Timelines

Sample timeline to implement QI activities

Activity	Date	Who (Team Member Responsible)	Completed (Y/N)	EMPHN Resource Available To Assist With Activity
QI training				
Complete viewing EMPHN suite of QI training videos				EMPHN QI training module video series on EMPHN website
Undertake POLAR training – request POLAR practice report from EMPHN				Contact EMPHN polar@emphn.org.au
QI Planning				
Develop a QI Plan				QI planning template - EMPHN QI resources on EMPHN website
Plan QI team meeting schedule				
Develop process to record QI activities				
Allocate tasks and protected time				
Implement communication plan for QI activities				
Activity period				
Test ideas – complete PDSA cycles				MFI/PDSA template and cheat sheet - EMPHN QI resources on EMPHN website
Mid activity - review success of activities				QI activities progress recording template - EMPHN QI resources on EMPHN website
Reflection period				
Review and reflect on completed QI activities				Reflection report - EMPHN QI resources on EMPHN website