

Quality Improvement Huddle Plan

QI Huddle Date:

QI Huddle Team:

Quality Champion:

Quality Team Members:

Quality Reporter:

Team Strengths:

Notes:

Improvement Measure(s)	Action Plan	Responsible Individuals	Completion Date	Status and Date (In Progress, Completed, Discontinued)
	Step 1:			
	Step 2:			
	Step 3:			
	Step 4:			
	Step 5:			

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	Step 2:			
	Step 3:			
	Step 4:			
	Step 5:			

Improvement Plan Instructions:

Start the Huddle off with affirmations of the team's strengths.

The discussion notes will reflect ideas of possible solutions for improvement, along with decisions made by the team.

Improvement Measure: It is recommended that the team pick one measure or process to focus on for improvement.

Action Plan: Together, the team will develop a new plan to implement with specific steps. Think about strategies, resources, training, etc. that will help improve the Scorecard measure the team has chosen. What are some creative ideas of improvement?

Responsible Individuals: For each step, identify a person who is responsible for completing the action step.

Completion Date: Establish a target date of completion for each of the steps.

Status: Provide a status (with a date) each time the team meets to review the action plan, i.e. in progress, completed, and discontinued. Document additional discussion in the notes section.

Note: Each member of the QI Huddle team will be provided a copy of the improvement plan. At each monthly staff meeting, the team will review the status of each of the improvement plans. The regional office will keep the improvement plan(s) in their MyDSCC Team Site.

Improvement Model:

Plan Do Study Act (PDSA): PDSA is one of many models of quality improvement. The PDSA cycle is shorthand for testing a change—by planning it, trying it, observing the results, and acting on what is learned. This is the scientific method, used for action-oriented learning.

(<https://innovations.ahrq.gov/qualitytools/plan-do-study-act-pdsa-cycle>)

The steps in the PDSA cycle are:

- Step 1: Plan—Plan the test or observation, including a plan for collecting data
- Step 2: Do—Try out the test on a small scale
- Step 3: Study—Set aside time to analyze the data and study the results
- Step 4: Act—Refine the change, based on what was learned from the test