



QI TEMPLATE

Record of QI activity

PIP QI quarter: <i>please tick</i> ✓	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Date:	<i>Nov – Jan</i> <input type="checkbox"/>	<i>Feb – Apr</i> <input type="checkbox"/>	<i>May – Jul</i> <input type="checkbox"/>	<i>Aug – Oct</i> <input type="checkbox"/>
QI Activity:				
Activity goal: <i>What to improve and timeframe</i>				
Activity measures: <i>What data is used to monitor progress</i>				
Initial benchmark: <i>Baseline data prior to QI activity</i>				
Activity overview: <i>Action plan to drive improvement</i>				
30-day checkpoint: <i>Monitor progress at 30 days</i>				
60-day checkpoint: <i>Monitor progress at 60 days</i>				
Final 90-day checkpoint: <i>Results at 90 days – summarise improvement from baseline</i>				
Reflection: <i>Reflect on achievements, challenges and lessons</i>				

*Data extraction tools include: PenCAT, POLAR, clinical software reports, etc