

CQI pre-assessment project outline form

Medical centre:

Date:

- I. Once your practice team determines the scope and detail of your continuous quality initiative, complete this form and engage your assessor through the assessor directory. The assessor will review your project plan to identify any gaps and may provide some brief advice to ensure your CQI project plan is suitable and meets the requirements of the CQI module.
- II. Once the assessor has approved your project as suitable, your team will be able to start making progress with your initiative. The final step is to write a report of your initiative and its findings. More information on what should be included in the final report can be found here and under the CQI Module tab. When completed, your report needs to be uploaded to the CQI module Smartsheet to be reviewed by an assessor who will determine if you have earned CQI module accreditation.
- III. Please note that if the structure of your final project differs from the outline provided in this form, there is the possibility it may not meet the CQI module requirements for accreditation. In this instance, a further project may need to be completed.

1. Aim statement

The aim of the project is stated clearly including:

- > What the practice wants to achieve from the improvement project that includes baseline to end of project projections.

- > Realistic time frame for completing the project (including date for assessment) and suitable clinical leadership.

2. Triple Aim

Describe how the practice will incorporate the New Zealand Triple Aim elements.

› Improved quality, safety and experience of care

› Improved health and equity for all populations

› Best value for public health system resources

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4. Which quality improvement methodology has the practice team agreed upon?

5. Which quality tool(s) has the practice team agreed upon?

6. Does your chosen methodology have capacity for numerous cycles?

7. Describe how your CQI initiative is scalable and sustainable.