

District 4 Public Health

QI Council Charter

January 2018



Purpose

The function of the Quality Improvement Council (QI Council) is to act as the catalyst and advocate for continual process improvement throughout District 4 Public Health. The QI Council will be charged with identifying a minimum of two QI Projects per fiscal year throughout the duration of the Accreditation process.

Roles and Responsibilities

The QI Council will consist of representatives from the county health departments as well as the district office to provide a sustainable focus for continuous quality improvement within District 4. The primary roles of this team are to:

- Participate in quarterly meetings to review progress of quality improvement efforts
- Engage in and facilitate QI efforts
- Incorporate QI concepts into daily work
- Promote, train, challenge and empower District 4 Public Health employees to participate in QI processes
- Identify, monitor, review results from, and make recommendations on QI projects based on PHAB self-assessments, site visit reports, PMS dashboard, and staff suggestions
- Identify appropriate staff to participate in QI projects as needed
- Review and revise the QI plan annually
- Prepare annual reports for staff meetings and Board of Health
- Communicate selected QI results to the public



Process Selection Criteria

Action

The QI Council will use the Performance Management System (PMS) dashboard as well as employee suggestions to decide what areas (systems or processes) in the district are in need of a QI project.

The PMS dashboard is used by program managers to track goals on a quarterly basis, the quarterly numbers are compared against a *baseline* from the previous year and then compared to the *goals* that were set for the year. Each fiscal year, the QI council will review all of the Programs' quarterly reports to see if there are any programs that may benefit from a QI project. Once an issue has been identified, members of the QI Council will discuss the issue with the program manager to develop a QI project. Once approved by the program manager and the QI Council, the project will be presented to the Executive Leadership Team (ELT) for approval.

If there is an employee suggestion for a QI project, it will be submitted via a form on the employee intranet to the Accreditation and QI Coordinator, who will then present the idea to the QI Council. Priority for QI projects will be given to PHAB standards/measures that are either slightly or not demonstrated according to the district PHAB self-assessment and/or site visit report; or as requested by the District Health Director. If the QI council sees evidence that the QI project is needed, it will be presented to the ELT. After the ELT approves the project, a QI council member will become a sponsor, and a team leader will be assigned (usually the person who suggested the project).

Results

The team leader and/or sponsor will report the final results of the project to the QI Council. After review and approval by the QI Council, a QI project may be presented to the Boards of Health. Results will also be shared with District 4 Public Health staff by displaying a storyboard poster in the District Office, and/or in the quarterly employee newsletter.

In addition to conducting new QI projects, data from previously conducted QI projects will be monitored twice a year to ensure sustained improvements. If improvements are not sustained, the QI Council will make recommendations for future actions.



Quality Improvement Council

Who and What

Staff from both the county health departments as well as the district office, at all levels of education and experience will be a part of the QI Council. Staff from all divisions of the organization will be required, as they will be tasked with training and educating all members of the organization in the QI process. Quality Improvement must involve all staff in order to be effective.

When

The QI Council will meet in person on a quarterly basis.

Requirements

The QI Council will be trained on the use of problem-solving tools such as:

- Root-cause analysis
- PDSA (Plan, Do, Study, Act)
- Brainstorming
- Flowcharts
- Fishbone Diagrams
- Pareto Charts
- Control Charts

Training

QI Council members must complete online CQI Training through Ohio State University within a month of it being assigned in order to remain on the council.



I have read and understand the process of Quality Improvement, as well as my role within the QI Council. I understand that there is required training, and I agree to complete this training in the agreed upon amount of time.

If I decide to vacate my position, I will give 30 days' notice to the QI Council so that my position can be filled.

Signed: _____

Date: _____