QI Model Hospital implementation guideline

Activities	Step and Modalities	DP Responsibility	QI coordinator
Situation Analysis (Base line)	The objective of the checklist is to explore the whole situation including HR, logistics and service delivery in the facility. Use specific check list , take picture of the areas and identify the major weakness service delivery areas, except HR, Make plan accordingly in QIC meeting		
Development of Vision ,Mission ,Goal , Objective	Assist to QIC for development of Vision, Mission, Goal, Objectives		
Formation of QIC	Form Quality Improvement Committee(QIC) in Facility and select the focal person (Young and proactive)		
Formation of WIT	Form Work Improvement Committee (WIT) according to guideline in the facility carefully, focus to 5S. Select team leader carefully (proactive person).		
Formation of district Resource pool	Finalization the District Resource Pool according to guideline		
Holding QIC meeting	It is a very important task. Holding meeting with the discussion of president of the committee. Before finalization of the date, DP members and QI coordinators will communicate with each other. The most important task is to facilitate the discussion according to the priority of Baseline and FLI assessment. Primarily, select 5S focus areas. The decision will be written with time frame and responsibility.\nWhen the next meeting will be held discuss the unfinished task of previous meeting and take necessary action.\nPrepare meeting minutes for distribution. Take picture of the meeting.\nTry to provide Refreshment , if not discuss it with the president of QIC for way forward		
Facility Level Indicators (FLI) for 5S	The objective of the checklist is to explore the situation, focused to Quality of Care. Use Facility level indicators (FLI) for identification of weakness areas related to Quality of care and take image. Identify the priority areas for 5S action plan. Targeted weakness areas will be discussed in the QIC meeting		
Conduction of	Conduct Patient Satisfaction survey in OPD and IPD for base line by using the specific		

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patient satisfaction survey	Tools of QIS. 30 patients from OPD and 30 patients from IPD will be interviewed by using the checklist. After completion of interview The data sheet will be sent to QIS (Mr Rayhan)		
Development of QI Action plan (Specially for 5S)	QI action plan means: The action plan will be developed by using the specific template of QIS .There will be two areas of action plan. Part one will contains capacity development of the service providers including 5S training, Health education, focused to patient Safety. Part Two will contain 5S action plan by using the template. Send a copy to QIS		
Provide necessary logistics for 5S	Primarily identify the necessary logistics for S2 and S3. Later on, plan for Cleaning material, OPD sitting arrangement, audio visual for health education etc. Discuss with the QIC/ DP partners for providing the logistics and inform QIS if facing nay challenges.		
Forming CSC(Community Support Committee) of Community Participation Districts (CP) districts	This area will be applicable for Community Participation districts. Check Whether the committee has formed or not. Collect a copy of committee from CS or QIS. Introduce yourself to Mayor (Chairman of the committee) and discuss the action plan. A bank account will be formed according to TOR of the committee.		
Holding meeting of CP	It is a very important task. Holding meeting with the discussion of president of the committee. Before finalization of the date, DP members and QI coordinators will communicate with each other. The most important task is to facilitate the discussion according to the priority of Baseline and FLI assessment. Primarily focus on shortage of cleaners and security guards then focus on the other areas. (You may follow the Jhenaidah model discuss it with Dr Emdad) The decision will be written with time frame and responsibility. When the next meeting will be held discuss the unfinished task of previous meeting and take necessary action. Prepare meeting minutes for distribution. Take picture of the meeting. Try to provide Refreshment , if not discuss it with the president of QIC for way forward		

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Identify the priority areas Development of action plan for CP	Based on the meting minutes , develop a action plan by using the specific template, Share it with the committee and send a copy to QIS		
Coordination modality	Always make a good coordination mechanism with QIC, QI coordinators, DP partners and QIS.		
QI festival and Award giving	Objective of the activity is to create awareness and develop motivation and communication skill of the service providers. Fix a date for QI festival (if necessary contact with Dr Kaniz, QI coordinator Rangpur for modality, Recently we have performed a QI festival in Kurigram). There will be stall on behalf of WIT. Regarding award giving ceremony, a competition will be held among all of the WITs by using the specific score card, best winners will be awarded on the occasion. QIS is ready to provide the crest.		
Formation of MPDSR Sub committee, and select a focal person	Check the MPDSR subcommittee has formed and focal person selected according MPDSR guideline (Guideline available on www.qis.gov.bd) . Collect a copy of MPDSR committee		
MPDSR training	Make training plan for MPDSR. Contact with UNICEF/UNFPA /SCI responsible for 22 districts and ready to provide the necessary training		
Starting cause of death analysis	Death in the facility will be analysed by facility sub committee and social / verbal autopsy will be analysed in divisional sub committee. Coordination for collection of all form and send it to divisional sub committee.		
Introduction of PDCA and Step 2 of QI approach	QIS has developed the PDCA module and necessary steps for implementation. Contact QIS for necessary action plan development		
Monitoring report send to QIS by using specific template	This is very much important for effective implementation of the activities. Use specific template for regular reporting to QIS		