



TASKS

- Identify in-hospital QI resources.

In-house resource 1 Name _____ Contact _____

In-house resource 2 Name _____ Contact _____

- Review the slide presentation on [Quality Improvement Theory](#) in the QI Basics section.
- Get more information on a few key tools at the Web sites listed the QI Basics>[QI Web Resources section](#).

There are many tools for QI. Each tool has particular strengths for use at different points in the improvement process. A few are particularly important and are useful in almost every project. Process flow mapping is an important step in designing or redesigning a process to make it more efficient and reliable. Process flow mapping also lends itself to producing protocols and clinical algorithms and is essential to identifying where things can go wrong, either informally or more formally by failure modes effect analysis (FMEA). We also consider run charts as nearly essential because they help the team follow and communicate progress toward its goals. We recommend having a working familiarity with these tools, either by the in-house expert or by the hospitalists who are (or will become) your improvement team resources. You can find more in-depth information on these (and other tools) at the locations listed in [the QI Web Resources](#) section. Later section of this workbook will guide you further on some of these key improvement tools.

Task assignments _____

Time line for beginning and completing _____
