



Small Group QI Project Application Checklist (Less Than 10 Physicians)

QI PROJECT REQUIREMENTS:

- ☐ It sought to improve a known gap in quality, not acquire new knowledge.
- ☐ It had quantified goals within a specific time frame.
- ☐ Measures were used to track the progress of this QI project.
- ☐ At least three points of de-identified aggregate data were gathered over time.
- ☐ The physician(s) applying participated in this QI project's planning, execution, data review, implementation of changes, and team meetings.

This application takes approximately 15-30 minutes to complete if you have the following elements on hand:

AIM STATEMENT:

- ☐ A gap you want to improve
- ☐ By how much
- ☐ By when

MEASURES:

- ☐ Elements tracked through this project
- ☐ Goal for each
- ☐ How often each measure was tracked

DATA:

- ☐ Graphic displaying AT LEAST three points of data over time
(Pre, Post, Sustain OR Baseline, Improvement 1, Improvement 2)

ATTESTATION: This will be required for each physician seeking credit.

- ☐ Be intellectually engaged in planning and executing the project.
- ☐ Implement the project's interventions (the changes designed to improve care).
- ☐ Review data in keeping with the project's measurement plan.
- ☐ Collaborate actively by attending team meetings.

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