

Quality Improvement Support Team Plan

Key Milestones to be Achieved (v2.12 February 2019)

Milestones	Date To Be Completed	Action Lead	Action Supported
Improvement Tracker Created Including All 875 Suggestions	06/06/18		
Communications Plan	08/06/18		
Quick Win And Priority Session- 8th June	08/06/18		
Training Dates Circulated	08/06/18		
Communicate New Team To Trust	15/06/18		
Service Improvement Paper To Board	15/06/18		
Terms Of Reference And Governance For Improvement And QI Team	15/06/18		
Improvement Wall Established And First Improvements Published	20/06/18		
Revisions And Update To A3 Methodology Completed	20/06/18		
Quick Win And Priority Session- 21st June	21/06/18		
In House Improvement Training Session 1	25/06/18		
Collate Feedback From Divisions/Departments And 8 th June/21 st June For 29 th June Session	28/06/18		
Priority Discussion And Agreement Session (Op's Board)	29/06/18		
Improvement Reporting Routines Defined And Established	02/07/18		
Improvements Published On Improvement Wall	03/07/18		
Assessment Of Resource Requirement To Support Improvement Projects	12/07/18		
Full Improvement Team In Place	27/07/18		
Team Launch – LiA Projects Cycle 1 (Qtr. 3)	30/07/18		
Improvement Priority List Agreed And Planned	03/08/18		
Launch A3 Projects - Qtr. 3	27/09/18		
LIA Mid Checkpoint	05/10/18		
Band 4 And Band 6 Advert Closes	05/10/18		
Creation Of CIP Hopper/Tracker	15/10/18		
Band 4 Interviews	16/10/18		
Pre Briefing On 2 nd Nov For A3 Project Leads	16/10/18		
Band 6 Interviews	17/10/18		
CIP Identification- BTSG Checkpoint	18/10/18		
Optimise At Op's Board 2 nd Nov	02/11/18		
Design LITe	09/11/18		
Meet And Brief Leads For Trial Area	16/11/18		
Genius Event B'ham	20/11/18		
Band 4 Additional Role In Post	21/11/18		
Band 4 Replacement	26/11/18		
CIP Quantification And Documentation Proposed BTSG	26/11/18		
Meeting To Talk About Culture And Embedding QI- Dosing	29/11/18		

Milestones	Date To Be Completed	Action Lead	Action Supported
Approach			
A3 Qtr. 3 And LIA Improvement Cycle 1 Celebration Event	17/12/18		
LiA Review	19/12/18		
Christmas QI Newsletter	20/12/18		
Benchmarking Strategy	21/12/18		
Scope Opportunities And 1 Area For Patient Participation	31/12/18		
Band 6 In Post	03/01/18		
Patient Admin scope	04/01/19		
Workload Assessments	08/01/19		
Launch LITe- Theatres	21/12/18		
Training Review	18/01/19		
Intranet Page –Templates/Contacts/Guidance	18/01/19		
Ward Observations	21/01/19		
BTSG CIP identification divisional update	24/01/19		
Launch A3 Projects Qtr. 4	30/01/19		
LIA Mid Checkpoint	13/02/19		
Finalisation And Submission Of CIP details for Plan	14/02/19		
Launch CIP sharepoint	20/02/19		
Pass It On Event- B'ham	26/02/19		
Patient Admin PID/Plan pre Op's Board paper	01/03/19		
Develop And Document Improvement Processes In Qi Team	28/02/19		
Evaluation LITe- Theatres/Outpatients	28/02/19		
BTSG QIA's /CIP identification review	28/02/19		
Sharing session in Op's Board	01/03/19		
Coaching session delivered	20/03/19		
BTSG QIA's completed for sign off	25/03/19		
QIA And EIA Training completed	30/03/19		
Sharepoint CIP briefing and training	30/03/19		
LITe planning and engagement	30/03/19		
Process mapping training delivered	30/03/19		
LITe roll-out- start	01/04/19		
Signposting Best Practice- Collated And Process Determined	30/04/19		
Finalise Patient Participation In Qi proposal	30/04/19		
Launch QI sharepoint	30/04/19		
Improvement Champions /Community Identified	24/05/19		
QI annual celebration	June 19		
Sharing event at Op's Board	26/27/09/19		