



How to build your QI Team

RACGP Standards	C3.4 – Practice communication and teamwork
– 5th edition	QI 1.1 – Quality Improvement activities
PIPQI measure alignment	

Goal

What are you trying to accomplish?

To build a QI Team to drive quality improvement activities and embed continuous quality improvement processes by

Measure

How will you know that a change is an improvement?

Select the measure appropriate to your building team activities:

- Number of times QI is added to the staff monthly meeting agenda.
- Number of hours allocated for protected time for team to implement QI activities now (at baseline) and the number after the improvement activity.
- Number of QI Team meetings now (at baseline) and the number after the improvement activity.

Changes

What changes can we make that will lead to an improvement?

Assign roles and responsibilities	Date completed	Notes
Identify the QI Team to drive quality improvement work and nominate a QI Team Lead.		
Allocate protected time for the QI Team each month to perform required tasks.		
Assign roles and responsibilities according to staff skill, interest and position. Your practice may need to update or assign new roles and responsibilities across your team in order to participate in QI activities. When people are assigned to roles, it authorises them to carry out certain actions.		

This resource has been adapted from information developed by Wentworth Healthcare.

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