

Standard Format for Documentation of Quality Improvement Interventions

Synthesis Form of Improvement Efforts and Results

(To be completed by QI Teams with the assistance of a Coach)

Introduction: This form is a “synthesis” to assist teams and coaches in analyzing and sharing their most important work with current and future quality improvement teams. Please refer to your team’s documentation journal to select key changes you would like to highlight.

This summary tool has four parts. Part 1 lists your team’s improvement objectives. Part 2 describes key changes you made that you want to share, including a description of the steps required to introduce those changes, barriers you overcame, and why the changes were successful or unsuccessful. Part 3 provides space to graph the impact of key changes on selected indicators over time. Part 4 provides space for comments from patients, recommendations to future teams, or other lessons learned.

The synthesis is designed to capture the level of information needed to enable other teams to replicate the changes you found most effective. Therefore, be sure to provide as much detail as possible. You will also have an opportunity to learn from the syntheses of changes found most effective at other sites.

Team Leader: _____ **Name of Site:** _____

Prepared by: _____ **Date:** _____

Collaborative: _____ **Documentation Period (months):** _____

Team Members: Please list the name and title of each person in the quality improvement team:

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-
-
-
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Part 1: Improvement Objectives: Please describe the main objectives for the quality improvement initiative. What were you trying to accomplish?

1. _____

Indicator(s):

2. _____

Indicator(s):

3. _____

Indicator(s):

Part 2: Implemented Changes:

2A: Effective changes which were introduced

What changes did you find most effective in achieving your improvement goals? What steps, processes, or inputs were required to implement these changes? Did you encounter barriers in implementing this change? How were you able to overcome them?

Tested change: _____

Steps, processes, or inputs required to introduce change:

Barriers encountered:

How you overcame those barriers:

Tested change: _____

Steps, processes, or inputs required to introduce change:

Barriers encountered:

How you overcame those barriers:

2B: Ineffective changes which were introduced:

What changes were ineffective in achieving the desired improvements? What steps did you introduce to implement this change? Why do you think this change was unsuccessful? What additional steps would you recommend to enable the success of the tested change?

Tested change: _____

Steps taken to introduce change:

Reasons for lack of success:

Additional steps:

Tested change: _____

Steps taken to introduce change:

Reasons for lack of success:

Additional steps:

