

Quality Improvement Plan Template

■ **Background**

To assist with the development of the Quality Improvement Plan (QIP), we have drafted this QI Plan Template, based on the work of the Healthy Living Clinic Initiative (HLCI). This template will help in the development and implementation of a QI Plan.

■ **QIP Team**

Provide names, titles, and brief project roles for the Project Coordinator and each additional QIP team member.

Project Coordinator:

Clinic Leadership:

Team Member #1:

Team Member #2:

Team Member #3:

(List other team members, if applicable)

■ **Describe the Current State of Tobacco Cessation**

Include descriptions of screening, intervention, and evaluation efforts.

■ **Outline the Evaluation Plan for the QIP**

Detail the methods, metrics, and staff that will be used to conduct baseline and follow-up assessments.

■ **Detail the Proposed Intervention Strategies**

Examples could include: changes in workflow improved policy, system redesign, improved referral processes to Kick It California.

■ **Describe the Systematic Linkage to Kick It California**

Explain how the clinic's Electronic Health Record (EHR) will be used as part of the design and implementation of this linkage. The use of random sample chart audits based on data contained within the EHR is a method that every clinic should employ at a minimum.

■ **Adopt and Implement a Model Tobacco-Free Clinic Policy**

Conduct a baseline policy audit; compare with model policies provided in the tools section of the Quick Start Guide; implement any needed policy enhancements; perform a follow-up policy audit to evaluate improvement. See a sample QI form, below, to document the tobacco-free clinic policy activities.

Sample Tobacco-Free Clinic Policy QI Form

Identified Policy Areas for Improvement	Goals for Improvement	Activities to Accomplish Goals	Metrics Used to Measure Improvement	Responsible Team Members	Timeline	Results of Reassessment after the Activities have been Implemented	Comments