

Quality Improvement Action Plan: 2024 Prevention and Screening

Welcome and Context

Before utilizing this tool, please download and review the [2024 Implementation Manual for Prevention and Screening Quality Improvement Projects](#). The Implementation Manual is your user guide throughout the project and includes context and guidance on building this action plan.

We are so proud to work alongside you to prevent cancer and save lives. Thank you for joining us on this Quality Improvement (QI) journey. Please use this document to gather information, ask critical questions, and execute an action plan through meaningful conversations as a QI team. The goal is to implement effective and customized evidence-based interventions using quality improvement tools and processes.

Instructions

Please follow prompts and complete the action plan as a Quality Improvement Team. Revisit and update often.

Health System Name	
Site Name (if applicable)	
QI Team (Key Stakeholders)	
Aim Statement (using SMARTIE structure) For more information visit Idealist.org	

Team Structure <i>Find QI Videos here.</i>				
Topic Prompts	Activity	Timeline <i>We encourage you to add dates, time, and cadence as they are confirmed.</i>	People Responsible	Notes
QI Team Meetings <i>How often will you meet? How or where will you meet? When will the meeting take place?</i> Find agenda template here .				
Provider and Staff Training and/or Meetings <i>What is the topic for training? When will it take place? Where and how will the content be delivered?</i>				
Gathering and Using Data <i>Find data definitions here.</i>				
Topic Prompts	Activity	Timeline <i>We encourage you to add dates, time, and cadence as they are confirmed.</i>	People Responsible	Notes

Data Review and Submissions <i>When will we pull data?</i> <i>Who will pull data?</i> <i>How often will we look at our data to track progress as a QI team?</i>				
Quality Improvement Tools <i>Find QI Videos here. Find virtual templates here (open on Google Chrome).</i>				
Topic Prompts	Activity	Timeline <i>We encourage you to add dates, time, and cadence as they are confirmed.</i>	People Responsible	Notes
Process Mapping: <i>What steps and interactions are in this process?</i> <i>What could the process look like?</i>				
Root Cause Analysis <i>Why is this happening?</i>				

<p>PDSA (Plan Do Study Act) Cycles</p> <p><i>What could we try to improve?</i></p> <p><i>How will we test the improvement on a small scale?</i></p> <p><i>Should we make the change a permanent part of our overall process?</i></p>				
<p>Evidence Based Interventions</p> <p><i>Based on our exploration of our processes, what EBIs are we going to put in place? How? When? Where?</i></p> <p><i>Interventions selected should be proven to improve your focus area.</i></p> <p><i>EBI Infographic here.</i></p>				
Topic Prompts	Activity	Timeline <i>We encourage you to add dates, time, and cadence as they are confirmed.</i>	People Responsible	Notes
<p>Intervention 1</p> <p><i>What is the intervention?</i></p> <p><i>Who is responsible for implementing the intervention?</i></p> <p><i>When will we begin implementing?</i></p>				
<p>Intervention 2</p> <p><i>What is the intervention?</i></p>				

<p><i>Who is responsible for implementing the intervention?</i></p> <p><i>When will we begin implementing?</i></p>				
<p>Intervention 3</p> <p><i>What is the intervention?</i></p> <p><i>Who is responsible for implementing the intervention?</i></p> <p><i>When will we begin implementing?</i></p>				
<p>What else?</p>				
<p>Sustaining the Project Improvements</p> <p><i>As interventions are implemented and improvements are made to workflows, how will you maintain the momentum of the project and sustain the work accomplished?</i></p> <p><i>Sustainability Planning Resource here</i></p>				
Topic Prompts	Activity	Timeline	People Responsible	Notes
<p>People</p> <p><i>How often will the core QI team meet after the</i></p>		<p><i>We encourage you to add dates, time, and cadence as they are confirmed.</i></p>		

<i>intervention year concludes?</i> <i>Who is included in this core QI team?</i>				
Processes <i>How have you standardized best practices and workflows?</i> <i>What new processes can be thought of upstream to make sustainability easy?</i>				
Technology <i>How will you continue to track and monitor your data?</i> <i>How will you leverage technology to make sustainability easy?</i>				

Please review the [2024 Implementation Manual for Prevention and Screening Quality Improvement Projects](#) for guidance and resources to carry out your project.