**Early Tasks for Your Team – Checklist**

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| **Ensuring everyone is aware of the project and involved** | |
| Identify a project lead for the project. |  |
| Ensure all staff on the ward are aware of the project, including bank and agency staff. |  |
| Identify where you will talk about the programme and data with the team and patients. |  |
| Ensure you have planned how you will involve service users and/or carers in the project. This can either be by having representation on the project team or discussing the project on the ward, such as during community meetings. |  |
| Email a list of project team members to your QI Coach, including email addresses (if you haven’t already done so). |  |

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| **Data collection** | |
| Decide how you will collect the number of incidents, as detailed in the measurement plan and listed on the operational definitions poster, that occur on the ward (e.g. safety cross, Datix/incident reports). |  |
| If using a safety cross, ensure all staff are aware of the need to record data on the safety cross. |  |
| Identify a data champion to enter data in to LifeQI (if you are a team made of multiple units, your combined data should be entered). |  |
| Decide how you will collect postcards from staff and patients (you can test different ideas/methods over time). |  |
| Make sure project leads, data champion and sponsor are set up on LifeQI. Let your QI Coach know of any additional team members that need to be added. |  |

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| **Your next project meetings** | |
| Ensure you have informed your Coach when your regular project team meetings will be taking place. |  |
| Decide how you will use your project meetings from November 2019 to January 2020. The first of these meetings should be to create your ward charter. |  |
| Ensure dates for the bimonthly learning sets are in your calendar up until March 2021. |  |
| Decide when you will be discussing the driver diagram in one of your project team meetings and invite your QI Coach to dial in to this meeting. |  |

Please email your completed checklist to your QI Coach by **Monday 4th November 2019.**