**Early tasks for your team**

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| **Ensuring everyone is aware of the project** |
| Do you have the right people on your project team, representing a range of roles on the ward? Please see attached outline of role responsibilities. |
| How will you keep the project at the forefront of the team’s mind? |
| How will you ensure all staff on the ward are aware of the project, including bank and agency staff? |
| Where will you talk about the programme and data with the team and service users? Community meetings, safety huddles, morning briefings? |

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| **Project logistics** |
| How will you include service users and/or carers in your project? |
| When and where will you meet as a project team? |
| Who do you think you might struggle to engage on the project? How could you bring them in to the project? |
| How will you involve your sponsor in the project? |

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| **Your next meetings** |
| How will you use your upcoming project team meetings? Suggestions include:   * Produce your ward charter * Review whether everyone is keeping the safety cross up to date (if you are using a safety cross). If staff are forgetting to update it, how can you encourage everyone to use it? * Familiarise yourselves with LifeQI * Think about the best way your service users and staff can complete and return their postcards * Familiarise yourself with the national sexual safety standards (pre-publication version) |
| Decide when you will be discussing the driver diagram in your project team meetings and invite your QI Coach to dial in to this meeting. |

QI Roles and Responsibilities:

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| **Coach** | **Project Lead** | **Team Member** | **Sponsor** | **Service User Representation** |
| * Teach and explain use of QI tools and methods * Support project teams in using QI methodology * Provide monthly update on team progress to sponsor * Provide facilitation and feedback to the project team/ lead | * Facilitate regular project meetings (ideally weekly) * Coordinate work * Drive results * Provide expertise and experience | * Participate in regular project meetings * Help facilitate meetings * Take on assignments * Share responsibility for results * Provide expertise and experience | * A senior member of staff * Support formation of stable team at start of project * Scan the monthly progress reports * Regular liaison with project leads (at least monthly, ideally face-to-face) * Help unblock barriers faced by project teams | It is important that each project team has representatives from people with lived experience of mental health services and the inpatient environment.  Additionally, it is critical for the project team to think carefully about how to disseminate information to and get views from the wider team and inpatients on the ward. This is so that everyone is involved in changes from inception through to implementation. |