

QI Roles and Responsibilities

Senior Sponsor	<ul style="list-style-type: none">• A senior member of staff• Regular liaison with Project Lead• Help unblock barriers faced by project teams• Supporting team to take part in the collaborative
Project Lead	<ul style="list-style-type: none">• Support the formation of a stable team at the start of the project• Facilitate regular project meetings• Coordinate the work• Liaise with the QI coach and senior sponsor• Liaise with stakeholders• Provide expertise and experience• Delegate actions to team members
QI Coach	<ul style="list-style-type: none">• Teach and explain use of QI tools and methods• Support project teams in using QI methodology• Provide facilitation and feedback to the project team/lead• Guide the team through the collaborative process• Facilitate access to mental health equality expertise where needed
Team Members	<ul style="list-style-type: none">• Must include people with lived experience• Participate in regular project meetings• Help facilitate meetings• Carry out delegated actions• Share responsibility for results• Provide expertise and experience
Lived experience representation	<ul style="list-style-type: none">• It is important that each project team has representatives from people with lived experience of mental health services.• Additionally, it is critical for the project team to think carefully about how to disseminate information to and get views more widely. This is so that everyone is involved in changes from inception through to implementation.