**Checklist for Round 1 Teams:**

**Sustaining your QuITT QI projects**

This checklist has been developed to support Round 1 teams to help you plan for some of the things you will need in place to sustain your QI projects throughout 2024 and beyond. You may have completed some of these tasks already, or some may currently be in progress, but all will help you to continue the great work you have been doing.

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| **Checklist** | **þ** | **Notes** |
| **Project logistics** |
| **Agree when and where the project team will meet and how frequently** | [ ]  | *When?* *Where?* *How often?**Who will send meeting invites?*  |
| **Agree someone to circulate notes and actions from meetings** | [ ]  | *If this is a fixed person:**Name and job title:**Email:**If choose to rotate this role, share how this will work in practice:* |
| **Agree someone to chair meetings**See our guide to chairing meetings [here](https://www.rcpsych.ac.uk/docs/default-source/improving-care/nccmh/quality-improvement-in-tobacco-treatment/quitt---how-to-run-an-effective-qi-project-team-meeting.pdf?sfvrsn=6d2c9dd4_4) | [ ]  | *If this is a fixed person:**Name and job title:* *Email:**If choose to rotate this role, share how this will work in practice.* |
| **Agree a plan for how you will continue supporting people with lived experience in the project team** | [ ]  | *Add notes/ideas here:**If you don’t have someone with lived experience on the project team, how will you include this in 2024?*  |
| **Discuss ideas for you how will involve people currently receiving care on the ward in the QI project**  | [ ]  | *Add notes/ideas here:*  |
| **Agree someone to be responsible for keeping track of change ideas that are being tested, and the PDSA cycles** | [ ]  | *If this is a fixed person:**Name and job title:**Email:**If choose to rotate this role, share how this will work in practice.* |
| **Agree a plan for how you will continue to involve ward staff in the QI project including in generating and testing change ideas** | [ ]  | *Add ideas/notes here:* *If they can’t attend project meetings, how else will you ensure they are involved?* |
| **Discuss how will you maintain motivation and engagement in the QI project** | [ ]  | *Add notes/ideas here (e.g. who will do this, how frequently?):*  |
| **Agree how will you involve and update your Senior Sponsor** | [ ]  | *Who is the Senior Sponsor?* *Who will be responsible for meeting them?* *How often?*  |
| **Awareness of the QI project** |
| **Agree a plan for how you will ensure all staff on the ward(s) are aware of the QI project and ideas being tested** | [ ]  | *Add ideas/notes here:* *Also think about anyone else in the Trust who should be aware of the QI project and ideas being tested.**Suggestions include a QuITT newsletter, notice board, updating at ward meetings*  |
| **Discuss how you plan to promote the work that you’re doing across the organisation more widely and celebrate your successes**  | [ ]  | *Add ideas/notes here:* *Suggestions include involving your organisation’s communications team, presenting at organisation-wide meetings, QI meetings, and encouraging patients to share their successes too* |
| **Consider whether involving your organisation’s QI team or equivalent (if available) would support your project, and how** | [ ]  | *Who will contact your organisation’s QI team?* *What support will you ask them for?* |
| **Data and LifeQI** |
| **Agree someone responsible for data collection and submission of data each month onto LifeQI** | [ ]  | *Assigned data champion:* *Name and job title:* *Email:*  |
| **Agree a plan for how you will regularly look at your data and discuss this in team meetings** | [ ]  | *Add notes/ideas here (e.g. who will do this, how frequently?):* |
| **Identify someone in your team, or someone in your organisation, who can help the team to understand SPC charts and how to use them as a tool to guide your ongoing project**(as data will continue to be collected monthly, we suggest reviewing your data monthly or bimonthly) | [ ]  | *Someone in the project team to help interpret SPC charts:* *Name:* *Job Title:* *Email:**If you don’t have someone in the project team who can do this, please contact your QI coach for guidance or speak to your internal QI team for support.*  |