

QI Project Team Roles and Responsibilities

| Coach | Project Lead | Team Member | Data Champion | Sponsor |
|---|--|--|---|--|
| <ul style="list-style-type: none"> Teach and explain use of QI tools and methods Support project teams in using QI methodology Provide updates on team progress to sponsor Provide facilitation and feedback to the project lead and team | <ul style="list-style-type: none"> Facilitate regular project meetings (every two weeks usually works well) Coordinate the work Drive results Provide expertise and experience | <ul style="list-style-type: none"> Participate in regular project meetings Help facilitate meetings Take on assignments Share responsibility for results Provide expertise and experience <p>Who could be a team member?</p> <ul style="list-style-type: none"> Tobacco treatment advisers Patients – current inpatients and people with previous inpatient experience, and anyone they need to support them to participate Carers Ward staff e.g. nurses, healthcare assistants, occupational therapists, doctors – we suggest 1-3 staff members per ward Pharmacists Staff with responsibility for, or interest in, physical health QI team within the Trust | <ul style="list-style-type: none"> One or two team members allocated as ‘data champions’ Ensure the data is collected as per this measurement plan Ensure the data are available to the team | <ul style="list-style-type: none"> A senior member of staff Support formation of stable team at start of project Review progress of project with QI coach Regular liaison with project leads Help unblock barriers faced by project teams |

It is important that each project team has representation from people with lived experience of mental health services and the inpatient environment and considers support they may need to participate as much as they want to, and payment for their time.

The project team needs to consider how to disseminate information to, and gather views from, the wider team and inpatients on the ward. This is so that everyone is involved in changes from inception through to implementation.