A picture containing text

Description automatically generated**Early tasks for your project**

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| **Ensuring everyone is aware of the project** |
| Who will be on your project team, representing a range of roles on the ward(s)? Please see attached outline of role responsibilities. |
| How will you keep the project at the forefront of people’s minds? |
| How will you ensure all staff on the ward(s) are aware of the project, including bank and agency staff? |
| Where will you talk about the project and data with the ward(s) 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? How frequently? |
| 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 senior sponsor in the project? |
| Who will be your data champion? |
| **Your next meetings** |
| How will you use your upcoming project team meetings? Suggestions include:   * Reviewing how complete your data entry is. You will be measuring:   + Patients screened for smoking status   + Patients engaged with tobacco dependency treatment service   + Patients that have quit tobacco use * Thinking about the best way your service users can complete and return their surveys at discharge. * If your data is incomplete, or you know not everything is being collected, how can you improve this? |
| Arrange first meeting with your QI coach |

Text

Description automatically generated with medium confidenceQI Project Team Roles and Responsibilities

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| --- | --- | --- | --- | --- |
| **Coach** | **Project Lead** | **Team Member** | **Data Champion** | **Sponsor** |
| * 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 | * Facilitate regular project meetings (every two weeks usually works well) * Coordinate the 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   Who could be a team member?   * 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 | * 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 | * 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.

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Description automatically generated]()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.

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