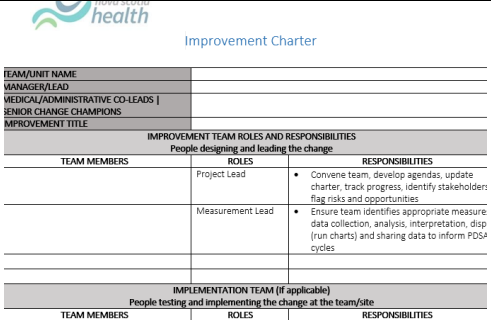
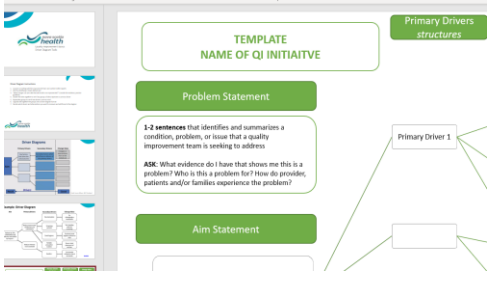
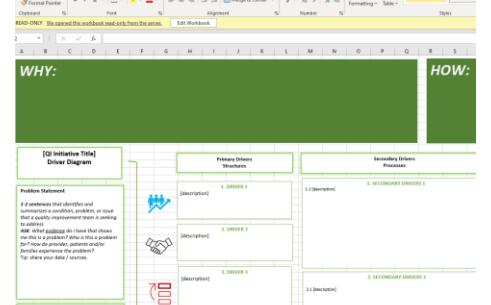
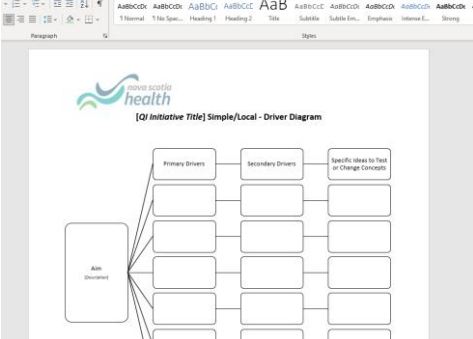
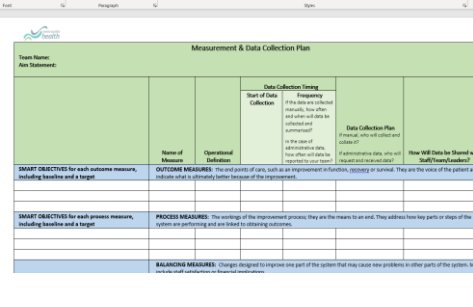
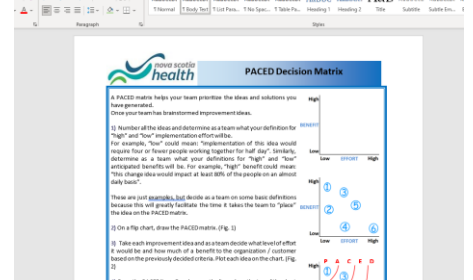


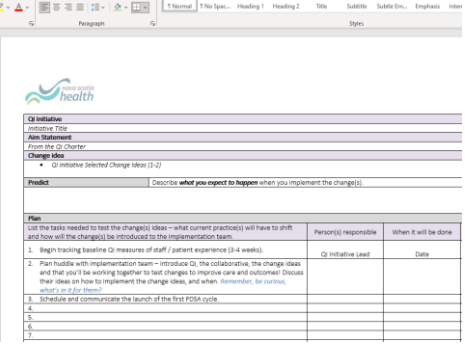
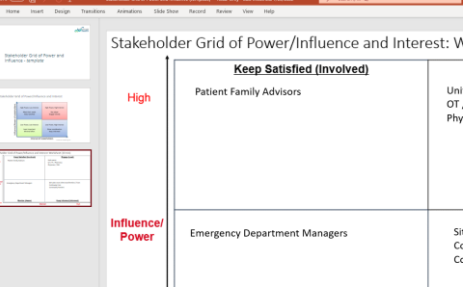
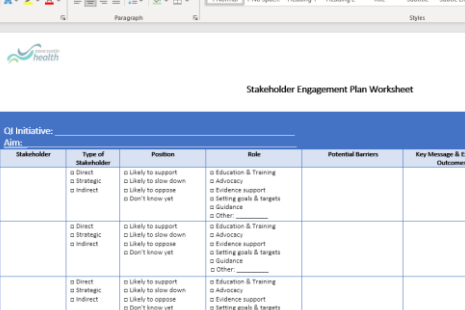
# NS Health Quality Improvement

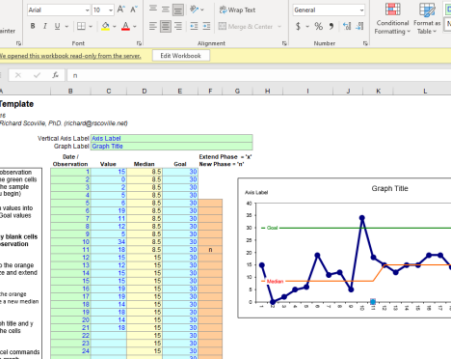
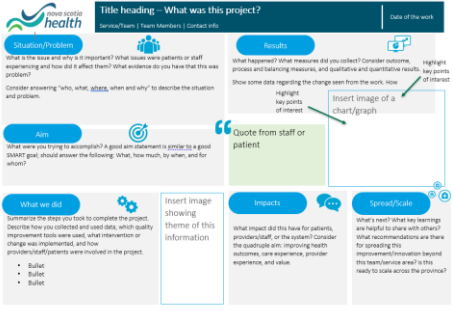
## Quality Improvement Tools & Resources – Cheat Sheet

This resource will guide you through a high-level overview of the various tools the NS Health Quality Improvement & Safety portfolio has curated for use with the NS Health QI approach. They are available on the [QI Hub](#).

Name	Screencap	Purpose	When/Why?
<p>Quality Improvement Charter</p> <p><a href="#">Access Here</a></p>		<ul style="list-style-type: none"> <li>• Helps to set purpose, scope, role clarity and measures of success for QI initiative</li> <li>• Is an iterative document that you build/update over time to reflect the work/status of your initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Should be one of the first steps you take in your QI journey with an initiative</li> <li>• Best used as a team exercise to build the QI initiative with your improvement/implementation team members collaboratively</li> </ul>
<p>Driver Diagram Tool</p> <p><a href="#">Access Here</a></p> <p><a href="#">Driver Diagram Video</a></p>		<ul style="list-style-type: none"> <li>• Helps to visually present a team's theory of how an improvement will be achieved</li> <li>• Articulates what parts of a system need to change, and in which way – includes ideas on how to make that happen</li> </ul> <p style="text-align: right;"><a href="#">(NHS Scotland)</a></p>	<ul style="list-style-type: none"> <li>• Aids planning and team engagement</li> <li>• Allows for collaboration in developing a roadmap to possible improvement</li> <li>• Great tool to act as a 'brainstorm' aid for improvement change ideas</li> <li>• Allows for building of a great visual aid, that can act as a reference point</li> </ul>
<p>Complex Driver Diagram Tool</p> <p><a href="#">Access Here</a></p>		<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	<ul style="list-style-type: none"> <li>• More complex tool to help map out larger system, portfolio, program level improvements in driver diagram form</li> </ul>

Name	Screenshot	Purpose	When/Why?
<p><b>Simple-Local Driver Diagram Tool</b></p> <p><a href="#">Access Here</a></p>		<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	<ul style="list-style-type: none"> <li>• Alternate, simplified tool for more simple design of improvements, which are at a local level (e.g. single unit)</li> </ul>
<p><b>Measurement &amp; Data Collection Template</b></p> <p><a href="#">Access Here</a></p> <p><a href="#">QI Measures Video</a></p>		<ul style="list-style-type: none"> <li>• To record a detailed plan of action for all measures related to your QI initiative</li> <li>• Ensures that QI measures are in place as part of the NS Health QI approach</li> </ul>	<ul style="list-style-type: none"> <li>• Acts as an addendum to the measurement section of your QI charter</li> <li>• Allows for space to articulate a detailed plan for data collection of each measure and how it will be shared. Anyone in your QI team can understand the when/how of your QI measures</li> </ul>
<p><b>PACE Decision Matrix</b></p> <p><a href="#">Access Here</a></p>		<ul style="list-style-type: none"> <li>• Once your team has brainstormed improvement ideas. A PACED matrix helps your team prioritize the ideas and solutions you have generated</li> </ul>	<ul style="list-style-type: none"> <li>• Great for engaging your team(s) in discussion around a cluster of change ideas</li> <li>• Works well when there are several change ideas to test, but the team is unsure of where to start</li> </ul>

Name	Screenshot	Purpose	When/Why?
<p>PDSA Implementation Plan Template</p> <p><a href="#">Access Here</a></p>	 <p>The screenshot shows a document titled 'PDSA Implementation Plan Template'. It includes sections for 'QI Initiative', 'Anticipated Top Aim Statement', 'Change Idea', 'Predict', and 'Plan'. The 'Plan' section contains a table with columns for 'Person(s) responsible' and 'When it will be done', and a list of steps for implementation.</p>	<ul style="list-style-type: none"> <li>• Provides an outline of your planning/steps before launch of your PDSA cycle</li> <li>• Acts as a documentation hub to capture all aspects of your PDSA cycle(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Use this as an engagement tool with your team(s), to help everyone understand the required steps and needs prior to the PDSA launch</li> <li>• Reflect with your team on each PDSA cycle using the template, so it is documented and clear to everyone involved</li> <li>• Can be a great roadmap for other teams interested in approaching similar work in their own area(s). Allows them to understand how you approached your initiative and lessons learned throughout your journey</li> </ul>
<p>Stakeholder Grid of Power and Influence Template</p> <p><a href="#">Access Here</a></p>	 <p>The screenshot shows a 'Stakeholder Grid of Power/Influence and Interest'. The vertical axis is labeled 'Influence/Power' with 'High' at the top and 'Low' at the bottom. The horizontal axis is labeled 'Interest' with 'High' on the right and 'Low' on the left. A box labeled 'Keep Satisfied (Involved)' is positioned in the top-right quadrant. Stakeholders listed include 'Patient Family Advisors' (High Power, High Interest) and 'Emergency Department Managers' (Low Power, High Interest). Other roles like 'Unit OT, Phy' and 'SIT, CC, CC' are also noted.</p>	<ul style="list-style-type: none"> <li>• Used to map all stakeholders based on their power/influence in relation to your initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Can help guide you in your engagement strategy for stakeholders around your initiative</li> <li>• High-power, high-interest stakeholders should be engaged regularly.</li> <li>• Low power, low in-interest stakeholders require less communication and engagement</li> </ul>
<p>Stakeholder Engagement Template</p> <p><a href="#">Access Here</a></p>	 <p>The screenshot shows a 'Stakeholder Engagement Plan Worksheet'. It includes a table with columns for 'Stakeholder', 'Type of Stakeholder', 'Position', 'Role', 'Potential Barriers', and 'Key Message &amp; The Outcome'. The table is partially filled with checkboxes and text for planning engagement with different stakeholder groups.</p>	<ul style="list-style-type: none"> <li>• Allows you to build a detailed plan of action for engaging various types of stakeholders around your initiative</li> </ul>	<ul style="list-style-type: none"> <li>• You want to develop a strategic step-wise process to engage various stakeholders</li> <li>• Can be useful to complete in collaboration with your improvement team so everyone is on the same page re: stakeholder engagement approach</li> </ul>

Name	Screencap	Purpose	When/Why?
<p>Run Chart Template</p> <p><a href="#">Access Here</a></p>		<ul style="list-style-type: none"> <li>Is a key visualization aid in plotting out QI measures as it relates to your plan-do-study-act (PDSA) cycles.</li> <li>Helps evidence whether your change idea(s) have led to and sustained an improvement.</li> </ul> <p><b>Suggest:</b> One excel document per selected measure. This tool can get corrupt if you copy to other TABS in the same document.</p>	<ul style="list-style-type: none"> <li>Can be used to plot your baseline data to indicate a starting point in your QI measures.</li> <li>Should be updated regularly as your move through your PDSA cycles.</li> <li>Acts of a visualization of your data to share with your team and inform discussions around results, where to pivot and when there has been a shift (run) to indicate desired improvements (using GOAL or MEDIAN).</li> </ul>
<p>QI Story Board Template</p> <p><a href="#">Word Version</a></p> <p><a href="#">PowerPoint Version</a></p>		<ul style="list-style-type: none"> <li>The aim of a storyboard is to create a display that will draw people and clearly communicate the main points of your initiative</li> </ul>	<ul style="list-style-type: none"> <li>Storyboards are a tool for effectively presenting a team's work</li> <li>You can create and update your storyboard at any point in your QI journey to show your progress</li> <li>Works well as an overall presentation aid to present your work to leadership, quality teams/councils</li> </ul>
<p>Access Spread and Scale Template</p>	<p>To be added later</p>		