



Quality Improvement Project Checklist

(More Than 10 Physicians)

QI PROJECT REQUIREMENTS:

- ☐ The project seeks to improve a known gap in quality, not research solely for acquiring new knowledge.
- ☐ It has quantified goal(s) set within specific time frame(s).
- ☐ Measures are used relating to each aim to track impact of project interventions.
- ☐ The project reports AT LEAST 3 points of de-identified aggregate data gathered over time for each stated project aim.
- ☐ All physicians seeking MOC credit through this project participate in the planning, execution, data review, implementation or changes, and team meetings related to this project.
- ☐ Project Administrator and Project Leader Contact information and responsibilities are met.
- ☐ All physicians seeking MOC credit will fulfill all meaningful participation requirements.

This application takes approximately 30-45 minutes to complete if you have all the following elements on hand:

AIM STATEMENT:

- ☐ Each gap in quality the project wants to improve
- ☐ Quantified goal(s) set within specific time frame(s) for each aim

MEASURES:

- ☐ Elements tracked through this project (processing, outcome, and/or balancing)
- ☐ Goal(s) for each measure
- ☐ Frequency and method of tracking for each measure

DATA:

- ☐ Graphical display of AT LEAST 3 points of de-identified aggregate data over time reflecting each project aim. (Pre, Post, Sustain, etc, OR Baseline, Intervention 1, Intervention 2, etc.)
- ☐ Plan for using project data to drive improvement throughout the project and its subsequent organization(s)
- ☐ Description of project interventions (i.e. Key Driver Diagram, Logic Diagram, etc.)

PROJECT ADMINISTRATOR:

- ☐ Current contact information for Project Administrator

PROJECT LEADER:

- ☐ Physician leading the QI project attests to fulfilling ABP requirements for this role.
 - ☐ Maintaining standards
 - ☐ Responsible for submission of participating physician attestations for MOC credit
 - ☐ Meaningful participation criteria
 - ☐ Submits progress report to the ABP
- ☐ Complete and signed Project Leader Agreement

PHYSICIAN PARTICIPATION:

- ☐ For MOC purposes, any physician participating in the project must:
 - ☐ Be intellectually engaged in planning and executing the project.
 - ☐ Implement the project's interventions (the changes designed to improve care).
 - ☐ Review data in keeping with the project's measurement plan.
 - ☐ Collaborate actively by attending team meetings.

PROCESSING FEE: Each QI Project Application requires a \$250 processing fee payable by Visa, Master Card, or American Express credit card.