**QI Summary Template**

Use the QI summary templet to help guide QI process documentation.

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| **Issue Identification:** Provide a brief summary of the issue. If applicable, you can include information from the patient record or the patient summary sheet from report writer. Please remove all patient identifiers. You can also include information such as which audit filter was triggered, when applicable. |
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| **Discussion and Conclusion(s)**: What levels of review were performed? Include where the issue was discussed (provide any pertinent details of QI Committee, Peer Review, tertiary review, etc.), by whom, as well as any conclusions that were made |
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| **Action Plan(s):** what action plans were developed from the discussion? What is going to be done? Who is responsible? When is this to be done by? How will you know if you achieve your desired results (i.e. what goals have you set)? Include all pertinent details on the implementation of your action plans. |
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| **Evaluation and measurement of results:** Did you achieve your goal(s)? How did you measure this result? If you did not achieve your desired result, what are you doing to correct this (re-evaluation). Re-evaluation may result in new action plans, goals, benchmarks, etc. Provide these details of any re-evaluation efforts. |
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| **Issue Resolution**: Did you achieve your goal and is the results you have achieved sustained? If your results are not sustained (the loop isn’t closed) provide details of your next steps (this goes back to re-evaluation, so narrate what steps will be taken). |
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| **Loop Closure:** If loop closure was achieved, provide the details of loop closure below. Typically 6-12 months of monitoring will determine whether your results are sustained and if the action plan(s) implemented created permanent change. |
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