

Name of QI Project:

Start Date:

Directorate:

COACH

Role:

- Coaching QI teams within directorates, meeting with the team regularly.
- Deeper knowledge of improvement methods and tools
- Attend monthly coaching supervision sessions with your directorate Improvement Advisor

Responsibilities:

- Support project teams to develop ideas and strategy, using QI tools, and advise on how to complete project documentation
- Support project teams in using QI methodology, including PDSA cycles and data over time
- Provide insights to sponsor on team functioning and progress
- Teach and explain use of QI tools and methods
- Attend supervision with directorate Improvement Advisor

PROJECT LEAD

Role:

- The day-to-day project leader, overseeing testing, data collection and implementation
- Encourage, involve and communicate with the team

Responsibilities:

- Coordinate team meetings, organise agenda, record actions, track actions between meetings
- Monitor progress of the project, and report progress monthly to the sponsor
- Liaise with sponsor regarding challenges faced by project team
- Ensure involvement of service users / carers within the project
- Actively participate as a member of the team contributing ideas and participating in the team processes and decisions

SPECIFIC AGREEMENTS - WHERE APPLICABLE

How often to attend QI project meetings / agree membership of project

ACCEPTANCE OF AGREEMENT TERMS

COACH:

SIGNATURE:

DATE:

PROJECT LEAD:

SIGNATURE:

DATE: