

Use columns for each measure/indicator that you choose to collect and monitor for QAPI, answer the following questions. The information you provide on the questions will help you determine how best to track, display and assess or evaluate the results of these various measures you have chosen for QAPI. If you have a relatively small number of measures or indicators that you are tracking, you may wish to include all measures in one table and use this as a universal tool that could be completed by the person coordinating QAPI in your organization. Alternatively, you may choose to use this table for individual measures or groupings of measures that address similar topics.

| What is the measure/indicator being tracked? | When is it being tracked?               | How do we measure this indicator? (How are data being collected?) | Who is responsible for tracking this measure? | What is your preferred method of display?               | How will data be displayed to the staff?                                                                                                                                                                                                                                        |
|----------------------------------------------|-----------------------------------------|-------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Example: High risk pressure ulcers           | Quality indicator (QI) - monthly report | Data comes from beds & comments                                   | QAPI                                          | charts                                                  | QAPI uses track sheets to document monthly rates over time. QAPI is also tracking the number of in-house acquired versus admit & not pressure ulcers pressure ulcers by stage and time to heal. Results are provided to the committee and posted in "heart of" conference rooms |
| Example: Staff satisfaction                  | Survey - April                          | Cooperative satisfaction survey                                   | Administration                                | Printed patient rates, etc. Overall satisfaction survey | Administration uses bar chart to show results for individual satisfaction                                                                                                                                                                                                       |

# How To Write A Qapi Plan

**L Towne**



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