

SPECIFIC GUIDELINES FOR CONTINUOUS QUALITY IMPROVEMENT Projects

The baccalaureate-prepared registry-eligible respiratory therapist should have not only understanding and appreciation of the quality improvement (or quality assurance) process, but also a working knowledge of how to construct and conduct a quality improvement project in the workplace. It is highly recommended that the student be currently employed in the field of respiratory care during the semester in which this project is completed, and that the project be completed under the supervision of appropriate personnel at the student's place of employment. The goal of this project is for the student to develop, study (collect data), and recommend appropriate actions relative to some quality concern within his/her workplace.

Number one (1) of the contract states "Purpose of Project". Here you should clearly explain how your project would meet one or more of the goals of CQI. The goals of CQI are as follows (from Egan pg 8):

- Provide a method for ongoing monitoring of both quality and appropriateness of respiratory care
- Ensure that respiratory care methods and procedures are cost-effective
- Ensure that respiratory care methods and procedures are effective
- Identify, rank, and resolve patient care-related problems

This section should also describe the location in which your project will take place and the name of your immediate supervisor overseeing your project.

Number two (2) of the contract requests "Scope" of your project. In this section an hour for hour explanation of the project should be included.

For example: 10 hours will be spent doing chart review, 5 hours of staff inservices, 2 hours educating physicians/getting MD approval, 10 hours of chart review after implementing changes, 5 hours compiling data, 3 hours writing paper and creating graphs

Number three (3) of the contract asks for the "Conclusion" of your project. This section should list those things you will submit to the instructor for grading. Those items should include:

- 1) A copy of the approved contract
- 2) A 4-5 page paper (may be longer if needed) using CQI methodology. Please contact your instructor for guidelines regarding formatting.
- 3) A letter or an evaluation from your supervisor
- 4) Supporting documents: forms created, graphs displaying information gathered, etc.
- 5) A time log totaling between 35-40 hours of documented time spent on the project. This time log needs to be verified by your supervisor.

The following criteria will be used in grading your project:

Paper	50%
Time Log	20%
Supporting Documents	15%
Supervisor Evaluation Letter	10%
Presentation	5%
Total	100%