

Manager Checklist for Quality Improvement Projects

This checklist is for Managers who are approached by staff interested in undertaking a Quality Improvement (QI) project. It outlines key areas where managers can provide essential support and guidance throughout the duration of the project. Use this checklist as a framework to actively support your team members in their QI endeavours:

No.	Step title	Description	Tick when completed
1	Discuss project alignment	Talk through the project idea with the staff member to ensure it aligns with the organisation's strategic goals. If it does, provide written approval for the QI project to be undertaken.	
2	Guide to resources	Direct the staff member to essential QI resources, including: <ul style="list-style-type: none"> • HNEkids QI website • Clinical Excellence Commission (CEC) website • Institute for Healthcare Improvement (IHI) website 	
3	Guide to ethics checklist	Support the staff member to complete the HNELHD Ethics Checklist to determine any ethical considerations or requirements relevant to the project.	
4	Facilitate networking	Link the staff member with other experienced colleagues who can provide insights or support for the project.	
5	Support collaboration	Help connect the staff member with others who may be interested in assisting with the project.	
6	Provide contact information	Supply the staff member with the QI Manager's contact details for further support.	
7	Feedback on documents	Review and provide constructive feedback on project documents and reports to enhance their quality.	
8	Oversee publications	Review any potential publications to ensure they meet organisational standards before submission.	
9	Team/organisation recognition	Acknowledge the efforts of the staff member in team meetings and other forums as appropriate.	