Rady Small Group QI Project (1-10 Physicians)
Application Checklist

QI Project Requirements
- ✓ Seeks to improve a KNOWN gap in quality care, does NOT acquire new knowledge.
- ✓ Had quantifiable goals within a specified time frame (e.g. Goal to reduce clinic wait times to 1 hour or less within 3 months)
- ✓ Identified measures used to track the project's success (e.g. clinic wait time)
- ✓ At least 3 points of de-identified aggregate data gathered over time
- ✓ The physician(s) applying EACH participated in this project's planning, execution, data review, implementation of changes, and team meetings.

The Application itself requires ALL of the following, which should be presented as a Word document using the following sections:

1. TITLE OF THE PROJECT and LIST OF PHYSICIAN PARTICIPANTS
   In order to receive credit, physician participants must be named as listed by the ABP along with their ABP ID and Date of birth. If any of these details is/are not provided, **credit cannot be assigned.**

2. AIM STATEMENT
   States the KNOWN quality gap addressed by the project and explicitly states by how much you were aiming to improve it and by when (over what time period)

3. MEASURES
   States EXPLICITLY the measures used to track the success of the project. Each measure should be listed along with goals (how much that measure was to improve by (XX%) over the evaluated period and how often the measure was measured (e.g. every 6 months).

4. ABSTRACT
   In 500 words or less, describe the project. Specifically, describe:
   - Background – why this was an important issue to address.
   - The target population by its characteristics and how this population was identified and targeted.
   - The intervention(s) – describe when started, duration, how performed
   - The measures and how the measures were measured
   - The results (what did your measures show over time)
   - Conclusions from the results (lessons learned, challenges encountered, future plans if any).

5. DATA
   Submitters MUST submit a graph displaying at least 3 points of data over time (e.g. Pre Intervention, Post Intervention and another time point after Intervention to demonstrate ability or inability to sustain effect)

6. PRESENTATION FORUM(s)
   Submitters should acknowledge whether this work has been presented at a prior meeting. If presented as a poster, the poster should be submitted; if published, the reference should be provided.

7. ATTESTATION
   Each physician participant must demonstrate:
   - o Intellectual engagement in the planning and execution of this project
   - o Implementation of the project's interventions in his/her own practice
   - o Review data at each of the time points measured
   - o Actively collaborate by attending team meetings.

To receive credit, EACH Physician participant must submit a Physician Attestation Form (click to form link here). AND, the project submitter must submit team meeting attendance records (not just physician signatures – physician name must be legible).

If any part of the above 4 parts listed are missing, the application will not be reviewed for credit.

While the initial review of the project will be performed within 10 business days, **the FULL project review may take up to 2 months** and may involve back-and-forth queries and responses between review team and project submitters. Only after all criteria have been met will credit be applied to participating physicians' accounts.

In order to receive credit in a given calendar year, **submissions must be completed by October 1** of the calendar year in question.