

Malnutrition Quality Improvement Initiative Getting Started Checklist



Done	Target Due Date*	Task	Owner	Notes
Getting Started				
		Engage and set meetings with leadership and/or quality improvement teams to seek approval to begin a malnutrition quality improvement initiative (MQii) Resources (to support the business case): <ul style="list-style-type: none"> Briefing: The Value of Quality Malnutrition Care Stakeholder Letters 		
		Recruit Project Team:		
		Dietitian Lead		
		Nurse Lead		
		Physician Lead		
		IT Lead		
		Hospital Leadership		
		Patient Advocate Representative (<i>optional</i>)		
		Other (if applicable)		
		Resources: <ul style="list-style-type: none"> Building Teams and Internal Support Briefing: The Value of Quality Malnutrition Care Stakeholder Letters 		
Following Decision to Implement Malnutrition Quality Improvement				
Build Your Infrastructure				
		Schedule initial meeting with Project Team to discuss roles and responsibilities and outline estimated time commitment.		
		Schedule regular meetings with your internal Project Team . Weekly is suggested. Consider assigning roles and responsibilities (e.g., onboarding/ramp-up tasks) to your team. Track progress and readiness for implementation in the weekly meeting. You can also begin team review of the Toolkit, which will prepare you for the QI activities ahead.		
IT Resource and Data Readiness Activities				
		Provide data collection resources to IT representative for review (or as soon as your IT resource has been identified). Resources: <ul style="list-style-type: none"> eCQM Data Report Template eMeasure Specifications Manual 		
IRB Approval (if Required)				
		Obtain forms for Expedited Review from local IRB website. Resources: <ul style="list-style-type: none"> If using an external IRB, you can find the IRB closest to your hospital by searching the Office for Human Research Protections (OHRP) Database for the list of IRBs in your area 		
		Complete and submit project forms to IRB for expedited review.		

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QI Focus Documentation and Activities				
		<p>Convene Project Team members to map your current Malnutrition Care Workflow and complete the MQii Assessment and Decision Tool</p> <p>Resources:</p> <ul style="list-style-type: none"> • MQii Sample Flowchart for Recommended Malnutrition Care and Flowchart Template • MQii Care Assessment and Decision Tool 		
		<p>Reconvene Project Team to compare your workflow to the recommended workflow outlined in the MQii Toolkit, and review your findings as a group from mapping your workflow and the Assessment and Decision Tool output.</p> <p>Determine as a group what your site QI Focus (or Foci) will be, and what your intervention will be.</p> <p>Build a tentative plan and timeline and to implement the changes you have identified. If any changes require approval from committees or groups, begin scheduling those meetings. Develop any education material needed to support your project.</p> <p>Resources:</p> <ul style="list-style-type: none"> • MQii Care Assessment and Decision Tool • MQii Toolkit <ul style="list-style-type: none"> ○ QI Implementation Project Charter ○ QI Implementation Roadmap 		
		<p>Complete QI Implementation Project Charter to document chosen QI focus, team member roles and responsibilities, and monitoring strategy. Begin all efforts to implement your intervention (e.g., consider introduction and timing for educational and training activities, activities to raise awareness about the project, necessary engagement with IT to support data collection efforts, and implementation schedule)</p> <p>Resources:</p> <ul style="list-style-type: none"> • MQii Toolkit <ul style="list-style-type: none"> ○ QI Implementation Project Charter ○ QI Implementation Roadmap 		
		<p>Prepare for implementation by the start date identified in QI Implementation Project Charter.</p> <p>Assess your progress and make any changes or refinements necessary as you learn lessons and new information becomes available - Plan, Do, Study, Act.</p>		