



Organize a Quality Improvement Team

STEP 1: Select an Administrator, Physician and Nurse Champion

STEP 2: Select a Facilitator

STEP 3: Form the Project Team

Identify team members who will be focused on the specific problem you have identified and for which you will be implementing a chosen solution. This team should be multidisciplinary, including members from each area of your hospital.

Identify the roles that each team member should fill based on the definitions below. Typically, there is one team facilitator, but you can assign co-facilitators if desired or necessary. The physician and nurse champions work together as co-leaders to make team decisions.

- Administrator Champion - *responsible for providing administrative level support for the project*
- Physician Champion – *responsible for representing project and co-primary project decision-maker*
- Nurse Champion- *responsible for representing project, and co-primary project decision-maker*
- Team Facilitator – *responsible for monitoring progress, primary documenter*
- Team Members – *key contributor as a process owner, content expert, or data analyst responsible for implementing specific project activities. (i.e. pharmacist, social worker, nurse, physician assistant, case manager, data specialist, discharge planner)*

Role	Name/Email/Phone Number	Expertise
Administrator Champion		
Physician Champion		
Nurse Champion		
Facilitator		
Member		
Member		
Member		
Member		
Member		
Member		
Member		
Member		