

Use tab key to move from one text box to another. E-mail the completed form to jan-quayle@ouhsc.edu by selecting the submit button and your desktop e-mail application when prompted. Save a copy of completed document in your files.

Planning and Reporting Form for Quality Improvement Session(s) in Regularly Scheduled Series (RSS)		
RSS Title:	RSS CME #: Date of the Session:	
Step 1: Using quality data	Add your responses in this column.	
What quality data exist in your department/division? (Documentation required)	Describe how the session and learning objectives were developed based on data, priorities, and evidence. (Attach documentation to support this development.)	
Which are "high priority?" (cost, quality, system need, patient demand)		
Focus on those with an evidence-base.		
Focus on those which have an educational component		
Convert to learning objectives (performance expectations, documentation required)		
Step 2: Developing educational initiatives		Add your responses in this column.
Select one or more RSS activities to test		Provide a summary of the educational initiative.
Include/invite all essential members of the healthcare team		
Use EFFECTIVE educational tools: 1. Interactivity		
2. Enablers (protocols, checklists, other handouts)		
3. Repeated RSS: Circle how many sessions were conducted on this QI topic. 1, 2, 3, 4 or more		
4. Other types of sessions, methods - conduct a 90 day cycle if appropriate		
Step 3: Evaluation of your activities	Add your responses in this column.	
Attendance	Provide examples of the improvements that resulted from the discussions at this accredited session.	
Participation, satisfaction & engagement		
Departmental/divisional approval, buy-in		
Quality metrics changes (documentation required)		
Organizational changes (documentation required)		
Submit form to: Office of Continuing Professional Development		
Attn: Jan Quayle		
800 NE 15th Street, Rogers Building Room 202 (ROB202)		
OKC, OK 73104 2012-2013 - 1st year optional, 2013-2014 - required		