



Holding Continuous Quality Improvement (CQI) Team Meetings

Running effective CQI meetings is an art! Here are some helpful tips!

- Having a written agenda that is distributed to the members prior to the meeting.
- Be sure everyone knows the location and time of the meeting. Reminder emails or faxes are a good idea. People tend to remember the meeting better if they occur at regular intervals. (i.e. The second Tuesday of every month at 1:00 PM in Room 10.)
- Allow everyone to have the opportunity to express an opinion. Do not let outgoing personalities take over the meeting. Encourage quiet personalities to express themselves.
- Serve food!
- Assign tasks and set up a review schedule.
- Be sure to keep the review schedule, supporting documents, and minutes in a safe place. Some prefer a CQI notebook.
- Stick to the agenda items, but allow for some flexibility.
- The State Surveyor will want to see documentation of CQI meetings during certification and re-certification survey visits.
- People want to feel that they have contributed and have achieved something during a meeting and not wasted their time.
- Have a set time limit (usually 1 hour or less). If at all possible, do not exceed the time limit.
- CQI meetings are usually held on a monthly basis.
- Minutes must be taken during the meeting. Someone must be assigned the task of distributing them to all of the attendees and placing a copy in the CQI notebook. The attendees should sign off on the official copy. (Especially the Medical Director!)