



Starting a Continuous Quality Improvement (CQI) Team

Sometimes it is necessary to initiate, restructure, or reorganize the CQI team. Here are some general guidelines that may be helpful.

Forming a Team

Tips toward initiating a CQI team could include, but not limited to, the following (in no particular order):

- Gather as much preliminary information and data as possible. (i.e. Topics to be discussed.)
- Establish a multi-disciplinary team (including the Medical Director and other interested staff members).
- Try to involve a variety of staff members in order to utilize their unique expertise.
- Assign tasks to the various team members.
- Decide what processes or outcomes indicators the CQI team will examine and develop a review schedule.
- Keep the meeting minutes, reporting documentation, and review schedule in a safe place. The State Surveyor will want to see evidence of CQI meetings.
- In some cases 7:00 am or 1:00 pm meetings work well for physicians – better ask first!
- Have a written agenda that is distributed to the members prior to the meeting.
- Have a set time meeting 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.
- Many large dialysis organizations have very organized CQI programs.
- Independent dialysis organizations may need to use creativity in organizing their program.
- Hospital-based dialysis programs may be able to utilize the expertise of the CQI and risk management personnel on staff.
- Contact the ESRD Network for CQI resources!

Note: Minutes need to be taken during the meeting. Someone must be responsible for distributing them to all of the attendees.