QI project registration E-form

#FabAwards23

Project aim

To improve and simplify the quality improvement project registration process for:
1) the people registering their projects
2) the Quality First team (who pick up and respond to the registration forms)
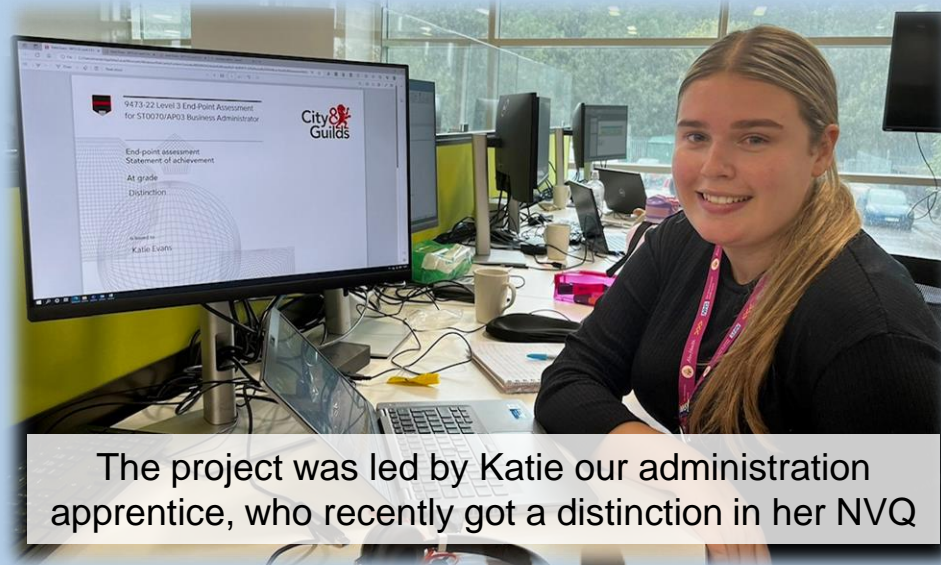
The project was led by Katie our administration apprentice, who recently got a distinction in her NVQ

Project team

- Project manager- Katie Evans
- Quality First Team
- IT Infrastructure Team
- Project leads (end users)
- Line Manager (Robbie Ayers)

Measures

- Number of responses
- Ease rating of responders
- Response rate of QF staff

Timeline for delivery

From: Jan 2023   To: June 2023

Quality Improvement Project Registration Form

21	24:26	Active
Responses	Average time to complete	Status
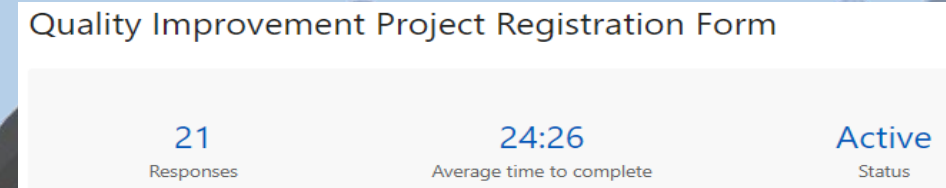
Tests for change

- Acquired access to MS Forms
- Created the form
- Asked for feedback on the form
- Form went live
- Updated comms/posters with new process to make people aware

Results

There was a positive outcome from the new form from both the Quality First Team and the users of the form. It standardised the process as previously, project ideas were sent through email. Since implementing this new form, we have had 21 responses and all 21 people have rated the ease of filling out the form to be 'somewhat easy' or 'extremely easy'.

Learning and next steps

Having a good governance structure in place to recognise and respond to for submissions is key.

modern • integrated • outstanding

patient at heart • everyday excellence • creative collaboration