








Appendix 5: Evidence-based Practices for Improving Quality (EPIQ) 10 steps for QI project



Steps	Tool	Instruction
	5 Whys	Make a short list of 3 to 5 things you would like to improve and pick one. Have your facilitator ask 5 <i>whys</i> to “scope” the problem down to a manageable size.
	Force field analysis	Select your team members relevant to your problem from step 1. Use the force field analysis to ask what the driving and restraining factors are. Use the force field analysis to make sure that your team is complete?
	Fishbone	Use the fishbone to identify possible root causes for your problem. Identify two or three causes that your team member feel that they can tackle.
	Feasibility tool	These 2 or 3 root causes lead to possible interventions. Use the feasibility tool to select the intervention that is most practical for your team. Remember that you want a quick success – so select wisely.
	Process map	Map the process that you wish to improve <u>as it is currently happening</u> . Choose a start and end-point first then fill in the gaps. Once done, ask yourselves how you might improve the process and create a second map.
	SMART indicators	Select and define at least one process indicator and one outcome indicator from your process map. Both indicators should be “SMART”. You may wish to select one or more balancing indicators .
	EPIQ Aim form	Complete the EPIQ Aim form with a clear title, aim, and indicators. The rationale may be completed later with best available evidence. Do not forget to identify the dimensions of quality that are being targeted.
	Engagement tool	For the engagement tool , draw a table describing where your team, families, administrators, or community are with respect to readiness on the scale of being unaware to awareness, planning, acting, or maintenance. Discuss how you will engage them using the head, heart, and hands model.
	EPIQ Change form	Complete the EPIQ Change form (<i>aim-plan-do-study</i>). You cannot complete <i>act</i> except for planning a date.
	Run charts	Plan how you will present your results —to your team, administrators, families, other sites.