



Selecting a QI Core Team

Establish a practice core team to spearhead efforts to implement evidence-based standards for teen mental wellness.

Leadership buy-in: Obtain buy-in from practice leadership for making improvements including providing time needed to complete duties.

Protected time anticipated: *Daily/weekly huddles <= 15 minutes *Monthly Core team-meetings *Monthly Data webinar participation *Monthly PATHS webinar participation *Monthly meetings with staff and providers for updates and feedback

Align QI work with routine responsibilities: Historically practices with the greatest improvements have administrative staff abstract and enter data as assessing and improving quality are increasingly integral to practice management. Team roles include:

Team Member	Major roles and responsibilities
QI Lead Physician (MD/DO) Lead may be NP if supervised by MD/DO	<ul style="list-style-type: none"> • Coordinate team effort to institute change processes • Encourage & facilitate the practice’s involvement in the project • Provide provider’s perspective/ insight on teen vaccine completion • Data Oversight <ul style="list-style-type: none"> • Participate in December- February data calls to understand which data are being collected • Double abstract 2 – 4 charts to establish data integrity • Attest to practice provider participation in MOC activities
Practice Data Manager	<ul style="list-style-type: none"> • Participate in December-February data webinars • Double abstract 2 – 4 charts with lead physician to ensure data integrity • Abstract and enter project data into REDCap • Print monthly REDCap run charts to share with core team, providers, staff and patients
Clinical support staff (RN, LPN, MA)	<ul style="list-style-type: none"> • Facilitate clinical support staff perspective and involvement in adolescent depression screening and follow-up
Office Administrator/Manager	<ul style="list-style-type: none"> • Serve as the point person to receive and distribute communication from the project manager • Identify other key staff to support QI work (front desk, scheduler, care coordinator, etc.) • Communicate importance of teen wellness and collaborative work to staff • Ensure core team has protected time to complete assignments • Ensure evaluation data/reports/surveys are submitted on time • Communicate practice collaborative work to patients • Facilitate front-office level perspective and involvement in implementation • Ensure any coding updates capture care delivered • Ensure improvements are incorporated into workflow including updating job descriptions to sustain progress

Consider including a parent or teen representative on the core team. More on how to bring in the parent and teen perspective to follow throughout the collaborative.