



## 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 QI activities.

**Protected time to schedule:** \*Daily/weekly huddles <= 15 minutes \*Monthly practice core team-meetings \*Monthly TICR 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"> <li>• Coordinate team effort to institute change processes</li> <li>• Encourage &amp; facilitate the practice’s involvement in the project</li> <li>• Provide provider’s perspective/ insight on early relational health completion</li> <li>• Data Oversight               <ul style="list-style-type: none"> <li>• Participate in December Data call</li> <li>• Double abstract 2 – 4 charts to establish data integrity</li> <li>• Review monthly data</li> </ul> </li> <li>• Attest to practice provider participation in MOC activities</li> </ul>
Practice Data Manager	<ul style="list-style-type: none"> <li>• Participate in December data webinars</li> <li>• Double abstract 2 – 4 charts with lead physician to ensure data integrity</li> <li>• Abstract and enter project data into REDCap</li> <li>• Have back up to enter data in case of absences</li> </ul>
Clinical support staff (RN, LPN, MA)	<ul style="list-style-type: none"> <li>• Facilitate clinical support staff perspective and involvement in promoting early relational health; screening for barriers and tracking referrals and follow up</li> </ul>
Office Administrator/Manager	<ul style="list-style-type: none"> <li>• Serve as the point person to receive and distribute communication from the project manager</li> <li>• Identify other key staff to support QI work (front desk, scheduler, care coordinator, etc.)</li> <li>• Communicate importance of teen wellness and collaborative work to staff</li> <li>• Ensure core team has protected time to complete assignments</li> <li>• Ensure evaluation data/reports/surveys are submitted on time</li> <li>• Communicate practice collaborative work to patients</li> <li>• Facilitate front-office level perspective and involvement in implementation</li> <li>• Ensure any coding updates capture care delivered</li> <li>• Ensure improvements are incorporated into workflow including updating job descriptions to sustain progress</li> </ul>