

# Common Suspected Infections: Tools to Improve Communication and Decisionmaking

## QI Meetings Tip Sheet

Having a Quality Improvement (QI) Team and QI team meetings is important to successfully implement and oversee progress being made in relation to antibiotic use, infection control, and care practices related to communication with medical care providers (the Medical Care Referral Form or MCRF) and residents and their families (the Be Smart About Antibiotics handout).

Based on successful models of QI, it is recommended that:

- Team meetings be held monthly to review progress.**
- All individuals responsible for the QI program attend the meetings.**
- A team leader be identified who is responsible to:**
  - Provide an update on progress:
    - how often the MCRF has been used.
    - reviewing changes based on the infection log.
  - Convene the meetings and review information from the last month.
  - Follow-up on matters identified during the meeting.
  - Train or delegate training new staff in the Common Suspected Infections: Tools to Improve Communication and Decisionmaking toolkit.
  - Work with staff to ensure that all current residents and families, new residents, and those considering hospice receive the Be Smart About Antibiotics handout.

### Points for the team to address:

Who will complete the MCRF: \_\_\_\_\_

Where blank copies of the MCRF will be kept: \_\_\_\_\_

Where completed copies of the MCRF will be kept: \_\_\_\_\_

When monthly meetings will be held: \_\_\_\_\_

Other: \_\_\_\_\_



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