

Preparation and Next Steps for QI Meeting on March 9, 2011

1. Be prepared to discuss which topics are process related and which are directly related to the Multidisciplinary QI meeting. We will need to sort this out first. Both sets are important but initial focus will be on the QI meeting content topics.
2. Be prepared to categorize these topics and reach agreement on which topics should be in the categories of: "Required", "Highly Recommended" and "Consider".
3. Bring ideas on what additional items we will include in the QI Meeting section of the draft CATRAC Mission Lifeline document (the RACE equivalent). I have listed some topics below as my suggestions. These are ONLY my suggestions. As a group, we will agree on the final content.
 - a. Who coordinates the meeting?
 - i. I suggest we simply list this as something that must be defined ahead of time by the Hospital
 - b. Who is invited to attend these meetings?
 - i. I suggest we define the minimums (not with names just functional representation)
 - c. What is the frequency of these meetings?
 - i. We define the minimum required by ML.
 - ii. Hospitals can choose a more frequent schedule
 - d. What are the objectives of these meetings (in general)?
 - i. We define the purpose of these QI meetings and what these meeting should try to accomplish
 - ii. The Hospital identifies their specific objectives based on this
 - e. What are the agenda, format and content (in general)?
 - i. We define minimum content and format
 - ii. The Hospital defines specific agendas
 - f. Who develops the specific agenda for these meetings?
 - i. We simply suggest that this should be defined by the hospital ahead of time
 - g. How does the group identify potential improvements to the STEMI System of Care and its sub-processes?
 - i. In these meetings or in other meetings?
 - ii. Group discussion in these meetings or small discussions that then are communicated in these meetings
 - iii. Methods for tracking improvements and their implementation