

Developing A Successful Work Plan

Purpose of Work Plans

- The Work Plan is intended to capture current work as it is implemented in your hospital. The Compass HIIN project is about deploying best practices and spreading the successes to drive improvement.
- The Work Plan will be completed on the HIIN Reporting Website.
- You will have the ability to update the work plan on a monthly basis to capture the changes to be implemented in each focus area.

Where Do I Find My Work Plan?

Work Plans are located on the HIIN reporting database on the right hand column under “View/Edit Work Plan.”

Hospital Information

- The **Primary HIIN Contact** . . . is the point of contact for your hospital for HIIN.
- The **Quality Lead** . . . is the person overall responsible for quality improvement at your hospital.
- The **Infection Preventionist** . . . is the person overall responsible for infection control at your hospital.



The screenshot shows a table of months with their respective data entry statuses:

Month	Data Entry Status
May, 2016	Completed
June, 2016	NOT Completed
July, 2016	NOT Completed
August, 2016	NOT Completed

The sidebar on the right contains the following sections:

- Instructions:**
 1. Manage open months here.
 2. Start month by selecting AND saving measures to report on.
 3. Enter data for all of the selected measures.
 4. Complete month by clicking on Complete Month when all data entry is complete.
 5. Data can be edited as long as the month is open (present on Welcome page).

For more detail, see the manual in the links section below.
- Helpful Links:**
 - View Run Charts
 - Goal Report
 - HIIN Dashboard
 - View/Edit Work Plan** (highlighted with a red circle and arrow)
 - Import Data
 - View Print Manual
 - Contact

Select a Champion

A **Champion**...is a physician leader, clinical leader, or front-line staff that actively participates in the quality improvement initiative by working with staff to develop best practice bundles and actions. This person will be driving the project team to reach the goals.

Select a Bedside Best Practice Leader

A **Bedside Best Practice Leader**...is the subject matter expert and “go-to” person for the Champion and the rest of the hospital on the topic. The Best Practice Leader(s) at the Bedside will utilize selected best practice resources to coach staff at the bedside.

Actions/Best Practices to Be Implemented

Indicate key steps to implement to meet goal of project. These may be updated monthly or as needed to indicate changes in your project.

Performance Improvement Methods to be Utilized

Indicate what types of Performance Improvement methods have been implemented or will be implemented to improve this focus area (e.g. Lean, CUSP, TeamSTEPPS, PDSA, etc).

Opportunities for Assistance from IHC Compass HIIN

The Iowa Healthcare Collaborative has many training opportunities available to network hospitals. This is the place to recognize the additional areas you feel assistance is needed (Lean training, Physician Engagement, Technical Assistance, etc.)

Currently Working With

Please indicate here if you are working with another program to improve this measure, including the State Innovation Model (SIM) and Telligen.



Meg Nugent, BSN, MHA
Vice President of Clinical Affairs
515-283-9365
nugentm@ihconline.org

Jennifer Brockman, RN, BSN
Compass HIIN Program Director
515-283-9371
brockmanj@ihconline.org

Kolton Hewlett, BHA
Program Specialist
515-283-9376
hewlettk@ihconline.org

Luke Neitzel, BA
Program Specialist
515-283-9375
neitzell@ihconline.org

Jennifer Creekmur, RN, BSN, CPHQ
Senior Improvement Advisor
515-283-9304
creekmurj@ihconline.org

Kate Carpenter, BHA, CPHQ R.T.(R)(M)(CT)
Improvement Advisor
515-283-9311
carpenterk@ihconline.org

Erin Hansman, MPH, RN, CPHQ
Improvement Advisor
515-283-9360
hansmane@ihconline.org