

## Zim-TTECH Quality Improvement Coaches' Monthly Report

**Instructions:** Please complete a report monthly. Track every site visit that included QI coaching in the table below. Send by email to your faculty and cc-Romana on the last day of each month. (Please no paper copy – You can type it in off-line on your computer and upload it when you have network.)

**Report date:** Month/Year \_\_\_\_\_ Coach \_\_\_\_\_

### Quick monthly check:

What are some things that are going well with your QI coaching? (Rapport with facility teams, interventions that seem to be working, lessons learned)

What things have been challenges for you in QI coaching this month?

What questions do you have about how to do QI coaching?

**Site visits:** Please complete one block of the table for each site visit conducted. The first block is an example.

Date of visit	Facility and team members present	QI Activities conducted	Progress towards aims	
2 Feb 2021 (this block is an example)	Omega clinic. Team members present:	Initial meeting, sensitization, process mapping and process table, including some opportunities for improvement. Explained how to conduct baseline data collection.	Aim has been set: By May 31, 2021, VL testing coverage to improve to 85% from _____. (Baseline data still to be collected)	
	Finding (include specifics, e.g. data)	Recommendation / Action Item	Timelines / By When	Responsible person/entity
	VL results not documented in the green book. 15 results for the day of visit had not been recorded in green book.	-Documentation of result upon receipt from lab. -Identify one person responsible for keeping track of documentation. -Try this as a quick PDSA, document and adjust as needed.	9 Feb 2021	VL focal person
Date of visit	Facility and team members present	QI Activities conducted	Progress towards aims	
Finding (include specifics, e.g. data)	Recommendation / Action Item	Timelines / By When	Responsible person/entity	

<b>Date of visit</b>	<b>Facility and team members present</b>	<b>QI Activities conducted</b>	<b>Progress towards aims</b>	
	<b>Finding (include specifics, e.g. data)</b>	<b>Recommendation / Action Item</b>	<b>Timelines / By When</b>	<b>Responsible person/entity</b>
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**LARC Checklist: Optional** to submit as part of this report, but may be handy to help as you plan your site visits.

<b>When</b>	<b>Task</b>
<b>During project planning</b>	<input type="checkbox"/> Schedule all mentorship visits ahead, for the entire project period
<b>One week prior to the scheduled visit</b>	<input type="checkbox"/> Finalize the visit objectives and agenda <input type="checkbox"/> Confirm with the QI team lead and share the objectives and agenda <input type="checkbox"/> Review the site’s information (project outline and previous deliverables) <input type="checkbox"/> Get ready for the visit (including preparing site data in an Excel spreadsheet, if necessary)
<b>The day before the scheduled visit</b>	<input type="checkbox"/> Send a reminder to the facility to ensure staff awareness and readiness
<b>On the day of the scheduled visit</b>	<input type="checkbox"/> Call the QI team lead before beginning travel to the site <input type="checkbox"/> Plan to arrive 30 minutes ahead of schedule
<b>Upon arrival on site</b>	<input type="checkbox"/> Meet with the team lead to review the visit objectives and agenda; revise as necessary <input type="checkbox"/> Check in with the head of the facility
<b>During the visit</b>	<input type="checkbox"/> Gather the team members around the Learning Board and review project progress; seek understanding, and implement corrective action as necessary <input type="checkbox"/> Perform data quality checks – examine data collection/tally sheets to ensure accuracy and completeness, resolve inconsistencies in the data <ul style="list-style-type: none"> <li>○ Coaches may need to collect the data on paper before transferring them to Excel spreadsheet for analysis</li> </ul> <input type="checkbox"/> Review challenges and discuss possible solutions <input type="checkbox"/> Check completion of all assigned deliverables (see next page); provide assistance and guidance as necessary <input type="checkbox"/> Meet other stakeholders if necessary or when they are available; seek their collaboration and support
<b>At the end of the visit</b>	<input type="checkbox"/> Review visit objectives with the team and ensure they have been met <input type="checkbox"/> Agree on action plans, including roles and responsibilities <input type="checkbox"/> Confirm or agree on the time/date of the next visit <input type="checkbox"/> Clarify any other expectations or questions, if any <input type="checkbox"/> Summarize meeting notes, including areas for discussion during the next visit <input type="checkbox"/> Check out with the head of the facility, if required <input type="checkbox"/> Thank the team and leave

