Hub and Spoke Initiative 2019

Practice Leader Checklist

# Identify Practice Leader

* Practice Leader to complete the Practice Leader Acknowledgement Form (one per practice):
	+ <https://www.surveymonkey.com/r/HPVPracticeLeader20182019>

# Submit Practice Team Roster to Chris Bell (cbell@aap.net)

* Which physicians will be participating and receiving MOC credit?
* Other team members who will assist with the project (data entry, etc)
* Roster is used to track progress on MOC requirements and provide QIDA access

# Provide Quality Improvement Education to participating physicians

* <https://youtu.be/BKEMTW3yvuM> and also found on the QIDA homepage
* AAP webinar titled *Model for Improvement*

# Convene Practice Team Meeting to Discuss Initiative with the Practice

* Overall project goal
* Timeline
* QI measures
* Data Entry into QIDA (link to be provided later)
* MOC requirements

# Assemble Forms and Tools for Project Implementation

* Intervention implementation tracking tools developed
* Ensure practice participants are aware

# Collect Baseline Data (practice leader or designated staff)

* Chart review 10-20 consecutive 11-12-year-old patients seen in the practice starting at the beginning of the month
* Print “run charts”

# Convene Practice Team Meeting – Begin Cycle 1

* Discuss run charts, develop intervention, implement intervention, track intervention

# Collect Cycle 1 Data (practice leader or designated staff)

* Chart review 10-20 consecutive 11-12 year old patients seen in the practice starting at the beginning of the month following the intervention implementation

# Hold Practice Team Meetings Monthly (ideally within a week after data collection)

* Purpose: review, discuss, and determine changes (if any) to implementation of intervention
* Physicians looking to receive MOC credit must attend these monthly meetings
* Maintain agenda for each meeting – ATTENDANCE MUST BE DOCUMENTED

# Complete Practice Project Update Monthly after each team meeting.

* The names of the providers in attendance must be provided
* <https://www.surveymonkey.com/r/NYPracticeProviderUpdate2018-2019>