

PHYSICIAN ENGAGEMENT CREATING A NEW IMPROVEMENT PLAN

This resource will help you create an Improvement Plan.

How to Create a New Improvement Plan

To create a new Improvement Plan, click the *Create New Plan* button on the Improvement Plans Page. A popup window will appear.



Item Selection

Select an item to create a plan for the current report group. To create a plan for a different report group, close this window and select the desired report group in the hierarchy.

Select an Option

Create New Plan

In the new window, you can select an item around which to build your improvement plan. To search for an item, type in the search field. Every item on the survey is listed; this is a single-select feature, so you can choose only one item.

Item Selection

Select an item to create a plan for the current report group. To create a plan for a different report group, close this window and select the desired report group in the hierarchy.

Select an Option

care

- 1. I am satisfied with the clinical care provided by hospitalists at this hospital.
- 6. I get the tools and resources I need to provide the best care/service for our clients/patients.
- 7. This hospital is appropriately staffed to provide high-quality care to patients.
- 8. Overall, I believe my patients feel highly satisfied with the care they receive from this hospital.
- 9. This hospital cares about quality improvement.
- 16. My patients feel cared for.
- 40. Employees will freely speak up if they see something that may negatively affect patient care.
- 53. This hospital provides high-quality care and service.
- 54. I would recommend this hospital to family and friends who need care.
- 55. This hospital makes every effort to deliver safe, error-free care to patients.

Once you've chosen from the dropdown menu, click *Create New Plan*.

Item Selection

Select an item to create a plan for the current report group. To create

1. There is effective teamwork between physicians and nurses at this hospital.

Create New Plan

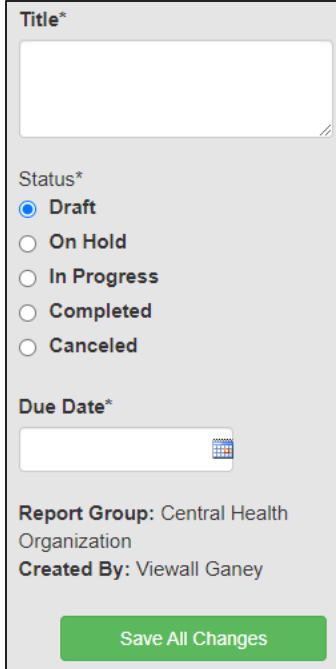
On the next page that appears, you will complete the form to create an Improvement Plan.

<p>Title*</p> <input type="text"/>	<p>3. I am satisfied with the level of collegiality among physicians at this hospital.</p> <p><input type="button" value="Save All Changes"/></p> <p><input type="button" value="Delete"/></p>	
<p>Status*</p> <p><input checked="" type="radio"/> Draft</p> <p><input type="radio"/> On Hold</p> <p><input type="radio"/> In Progress</p> <p><input type="radio"/> Completed</p> <p><input type="radio"/> Canceled</p>	<p>Define Goal :</p> <input type="text"/>	
<p>Due Date*</p> <input type="text"/>	<p>Define Issue:</p> <input type="text"/>	
<p>Report Group: Central Health Organization</p> <p>Created By: Viewall Ganey</p> <p><input type="button" value="Save All Changes"/></p>	<p>Define Success Measure:</p> <input type="text"/>	
	<p>Progress Updates:</p> <input type="text"/>	
	<p>Define Task:</p> <p><input type="button" value="Add Task"/></p> <input type="text"/>	
	<p>Add a Comment :</p> <p><input type="button" value="Add Comment"/></p> <input type="text"/>	
	<p>Share this Plan:</p> <p><i>Enter a valid email address in the space below to share this plan. Recipients will be sent a link to view the plan. System access is not required.</i></p> <input type="text"/>	<p><input type="button" value="Save All Changes"/></p> <p><input type="button" value="Save and Send Read Link"/></p> <p><input type="button" value="Save and Send Edit Link"/></p>

Left Column Information

On the left column of the page, there are three required fields you must fill out for each plan:

- Title
- Status
- Due Date



Title*

Status*

Draft

On Hold

In Progress

Completed

Canceled

Due Date*

Report Group: Central Health Organization

Created By: Viewall Ganey

Save All Changes

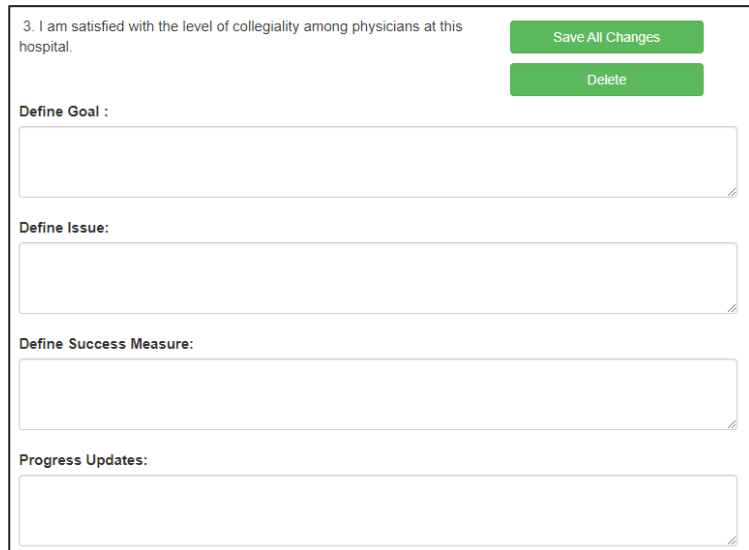
Enter a title for the plan by typing in the text box available.

Select a status from the list by clicking one of the available radio buttons.

Enter a due date by clicking on the date picker and choosing a date you would like the plan to be due.

Right Column Information

The right column of the page is where the bulk of the improvement plan will be laid out. There are text boxes available to define the goal of the plan, the issue driving the need to create an improvement plan around the selected item, how success of the goal will be measured, and tracking notes on improvement plan progress.



3. I am satisfied with the level of collegiality among physicians at this hospital.

Save All Changes

Delete

Define Goal :

Define Issue:

Define Success Measure:

Progress Updates:

You can add individual tasks to the plan, so it can be broken out into actionable steps. Type into the available text box under Define Task to enter the first task, and then click *Add Task* to add any subsequent tasks to the plan.



Define Task:

Add Task

Add comments in the Add a Comment textbox.

Add a Comment :

Add Comment

You can also share the plan by typing one or more recipient email address into the Share This plan textbox. This is a read-only link, which will not allow recipients to make edits or changes to the plan.

Share this Plan:

*Enter a valid email address in the space below to share this plan.
Recipients will be sent a link to view the plan. System access is not required.*

If you'd like to send the plan to someone, you can click either *Save and Send Read Link* or *Save and Send Edit Link*. *Save and Send Read Link* will give someone access to view – but not edit – the plan. Plans can be shared with users who do not have access to the system. They will be sent via email with an embedded link to view a non-editable version of the plan. *Save and Send Edit Link* will offer the ability to view and edit the plan.

When you are done filling out your plan's form, click *Save All Changes at the top or bottom of the screen*.

Click *Delete* to delete the plan.

Top of Screen

Save All Changes

Delete

Bottom of Screen

Save All Changes

Save and Send Read Link

Save and Send Edit Link