**Guide for Supervising Quality Improvement Projects for Post-graduate Trainees**

**Roles and Responsibilities of Project Supervisor (Checklist)**

Agree the project topic with the resident.

After the resident attends the first workshop: meet the resident to revise the draft aim statement, identify a project team and complete the A3 project template together. (1 hour)

Meet together with the project team and resident: review process map, root causes analysis, confirm aim statement and measurements. Update the A3 project template together. (1 hour)

After the resident attends the 2nd workshop: Review the project plan developed by the resident and project team prior to commencement. (0.5 hours)

Assess the project plan using the **Quality and Ethics Screening tool (Appendix 1)** then send the completed form and project plan to the Quality Lead for your training programme to sign off. Ensure the resident saves a copy in their training portfolio. This is necessary for good practice and should they wish to publish their work. (1 hour)

Discuss baseline data that has been collected with the resident and project team. Agree any further analysis that is required for problems to be diagnosed. (1 hour)

Discuss and agree plans for the 1st PDSA together with the resident and project team. (1 hour)

Assist resident to unblock any barriers, champion change throughout the project (ongoing / at project team meetings and in-between where necessary).

Discuss the outcome of the 1st PDSA with the resident and project team and agree plans for the 2nd PDSA. (1 hour)

Review the resident’s final report (A3 form) and presentation. (1 hour)

Assess the resident’s project using a **QI project assessment tool (Appendix 2)**. Save a copy in the resident’s portfolio and send a copy of the report and the assessment tool to the Quality Lead.

**Project Timeline**

Set up regular meetings

Identify project team

**Supervisor**

Report Writing

Collect baseline data

PDSA 2

PDSA 1

QI training and project planning

**Resident**

Agree project topic

Approve project plan

Review and assess final report/ presentation

Review impact of 1st PDSA

Agree plans for 2nd PDSA

Agree plans for 1st PDSA

Discuss baseline data

Agree improvement measures and how data will be collected