Baseline Cycle (Cycle #1)

Group Meeting #1 – Discuss the following:

Step 1: Plan.

**Topic of interest:** Report turn-around time.

**Explanation:** Timely reporting is important to ensure results from imaging studies are quickly relayed to clinicians so that patients receive appropriate care. Our group would like to decrease the time between imaging study completion and report finalization.

**Define the measurement to be taken:**
Record of the time between imaging study completion and report finalization (report turn-around-time).

**Establish a desired measurement target/goal:**
Our group would like to establish that based on a monthly evaluation of reports generated by each radiologist, the 50th and 80th percentile report turn-around-time for our group is less than [ ] hours and [ ] hours respectively.

**Estimate the predicted baseline measurement result:**
Our group estimates that based on a monthly evaluation of reports generated by each radiologist, the 50th and 80th percentile report turn-around-time for our group is less than [ ] hours and [ ] hours respectively.

Step 2: Do. Baseline Measurement Summary

**Number of data points collected and baseline measurement value calculated:**
Provide a summary excel spreadsheet including all members of the group over the course of 6 months. For the group as well as for each member of the group, include the number of reports dictated per month and the report turn-around-time for each month including the 50th and 80th percentile report turn-around-times.
Group Meeting #2 – Discuss the following:

Step 3: STUDY. Baseline Data Analysis

How did the baseline compare to the predicted measurement results?
For our group, the baseline measurement results compared [favorably/ unfavorably] with the predicted results.

How did the results compare to the desired target goal?
1. If baseline results did not meet the target, cite potential contributing factors/ or root causes and proceed to Step 4.
2. If the baseline results unexpectedly did meet or exceed the desired goal, complete Steps 9 and 10 as appropriate. Then return to Step 1 to select a new project.

Step 4: ACT. Improvement Plan Development

Discuss & adopt actions to address contributing factors and/or root causes such as:
1. Providing easy access for group members to their report turn-around-times
2. Providing adequate staffing to complete work in a timely fashion
3. Discussing timely report turn-around-times with fellows and residents
4. Provide incentives for rapid report turn-around-times.
5. 

Based on these findings, construct an improvement plan and a process by which to implement this plan. The time needed to implement this plan is estimated to be [] hours. Proceed with re-measurement, once the improvement plan has been implemented, to assess improvement.
Post-Improvement Plan Cycle (Cycle #2)

Group Meeting #3 – Discuss the following:

Step 5: PLAN.

Determine that the improvement plan constructed in Cycle #1 has been successfully implemented.

Reaffirm the measurement to be taken:
Namely: Record of the time between imaging study completion and report finalization (report turn-around-time).

Reaffirm the desired measurement target/goal:
Namely: Our group would like to establish that based on a monthly evaluation of reports generated by each radiologist, the 50th and 80th percentile report turn-around-time for our group is less than [] hours and [] hours respectively.

Estimate the predicted measurement result after implementation of the improvement plan:
Namely: Our group estimates that based on a monthly evaluation of reports prepared by each radiologist, the 50th and 80th percentile report turn-around-time for our group is less than [] hours and [] hours respectively.

Step 6: Do. Repeat Measurement Summary
Number of data points collected and follow-up measurement value calculated:
Provide a summary excel spreadsheet including all members of the group over the course of 6 months after implementation of the improvement plan. For the group as well as for each member of the group, include the number of reports dictated per month and the report turn-around-time for each month including the 50th and 80th percentile report turn-around-time.

Group Meeting #4 – Discuss the following:

Step 7: STUDY. Re-measurement Data Analysis

How did the measurement results compare to the predicted results?
For our group, the baseline measurement results compared [favorably/ unfavorably] with the predicted results.

How did the measurement results compare to the desired target goal?
For our group, the baseline measurement results compared [favorably/ unfavorably] with the predicted results.
If the results did not meet the target:
   1. Re-evaluate the improvement plan by determining any problems with the plan’s
design or its implementation, including issues preventing root causes from being
addressed effectively.
   2. Has the target/goal been set too high? Should this be adjusted?
   3. Is the measure of report turn-around-time being done correctly?
   4. Should the improvement plan be modified?

If the results did meet or exceed the target, that is great!

**Step 8: ACT. Project Decision Point**

**Determine if the group project has met its performance goal.**
   1. If “yes”, adopt the improved practice process as a standard and choose a new PQI
project.
   2. If “no”, repeat additional cycles of this project as needed to adjust the
improvement plan or the measurement target/goal. Continue the existing project
either until the goal is met or an end-point is otherwise determined.

**Step 9: Participant Self-Reflection Statement.**
Each PQI participant should record his or her reflections on the project, improvements in
quality and/or safety as a result of the project, and its overall value to the practice or
patient care.

**Step 10: Each Group PQI Participant must attest to project completion on his or
her ABR personal database**

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