

# Malnutrition Quality Improvement Initiative Onboarding Checklist



Below please find the timeline recommended to complete the tasks necessary to initiate a malnutrition quality improvement project at your institution. Please note that this timeline is dependent on organizational processes and timing and that some of these activities may take place in a different order than is outlined here. *Italicized items reflect action items that require a response back to Avalere.*

Done	Target Due Date*	Task	Owner	Notes
<b>Getting Started</b>				
	1 week following introductory call	Complete and submit Interest Questionnaire online.		
	1 week following introductory call	Determine the extent to which your hospital is ready to pursue malnutrition-focused quality improvement (QI). Assess facility readiness to gain a sense of any existing internal resources you can use, champions you can engage, experience you can build upon, and potential barriers you may encounter in your efforts.  <b>Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">Readiness Questionnaire</a></li> </ul>		
	2 weeks following introductory call	Engage and set meetings with leadership and/or quality improvement teams to seek approval to begin a malnutrition quality improvement project.  <b>Resources (to support the business case):</b> <ul style="list-style-type: none"> <li>• <a href="#">Briefing: The Value of Quality Malnutrition Care</a></li> <li>• Infographic</li> <li>• <a href="#">Sample MQii Outreach Letters</a></li> </ul>		
	4 weeks following introductory call	<b>Recruit Project Team:</b>		
		<input type="checkbox"/> Dietitian Lead		
		<input type="checkbox"/> Nurse Lead		
		<input type="checkbox"/> Physician Lead		
		<input type="checkbox"/> Hospital Leadership / Project Champion (e.g., Chief Medical Officer, Chief Quality Officer)		
		<input type="checkbox"/> IT Lead (optional)		
		<input type="checkbox"/> Patient Advocate Representative (optional but recommended)		
		<input type="checkbox"/> Other (if applicable)		
		<b>Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">Building Teams and Internal Support</a></li> <li>• <a href="#">Briefing: The Value of Quality Malnutrition Care</a></li> <li>• <a href="#">Sample MQii Outreach Letters</a></li> </ul>		
	4 weeks following introductory call	<i>Indicate decision to participate in MQii Learning Collaborative to MQii Team Point of Contact via email.</i>		
<b>Following Decision to Implement Malnutrition Quality Improvement</b>				
<b>Letter Agreement</b>				
	4 weeks following introductory call or sooner)	Provide Letter Agreement to legal team for review and signature.		

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	ASAP	<i>Email signed Letter Agreement to MQii Team Point of Contact and retain a copy for your project records.</i>		
<b>Build Your Infrastructure</b>				
	5 weeks following introductory call (or sooner)	Schedule initial meeting with <b>Project Team</b> to discuss roles and responsibilities and outline estimated time commitment.		
	5 weeks following introductory call (or sooner)	<i>Confirm and send email addresses to your MQii Team Point of Contact</i> for team members you would like to join expert webinar events, receive “Dish” newsletters, and be included on email correspondence.		
	6 weeks following introductory call (or sooner)	Review pre-record educational webinars made available by the MQii Team and determine plans for rolling out the educational content to relevant care team members (e.g., nurses, physicians, dietitians, pharmacists). For example, consider opportunities to present at clinical team meetings, participate in rounds, post educational content in break rooms, or disseminate guidance via clinical tools (e.g., “pocket cards”).  Begin team review of the Toolkit, which will prepare you for the QI activities ahead.		
	7 weeks following introductory call (or sooner)	Schedule regular meetings with your internal <b>Project Team</b> (weekly meetings are suggested). Consider assigning roles and responsibilities (e.g., onboarding/ramp-up tasks) to your team. Track progress and readiness for implementation in these meetings.		
<b>QI Focus Documentation and Activities</b>				
	6 weeks following introductory call (or sooner)	Convene <b>Project Team</b> members to map your current Malnutrition Care Workflow and complete the MQii Care Assessment and Decision Tool.  <b>Resources:</b> <ul style="list-style-type: none"> <li><a href="#">MQii Sample Flowchart for Recommended Malnutrition Care and Flowchart Template</a></li> <li><a href="#">MQii Care Assessment and Decision Tool</a></li> </ul>		
	7 weeks following introductory call (or sooner)	Reconvene <b>Project Team</b> to compare your workflow to the recommended workflow outlined in the <a href="#">MQii Toolkit</a> , and review your findings as a group from the Assessment and Decision Tool output. Determine where the greatest opportunities for quality improvement exist.  Select your site QI Foci to address your care gaps, and what your intervention will be (e.g., clinician training, revisions to EHR template, etc.).  Build a tentative plan and timeline to implement the changes you have identified. If any changes require approval from internal committees or leaders, begin scheduling those meetings.		

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Done	Target Due Date*	Task	Owner	Notes
		<p>Develop any educational materials needed to support your project.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">MQii Care Assessment and Decision Tool</a></li> <li>• <a href="#">MQii Toolkit</a></li> <li>• <a href="#">QI Implementation Project Charter</a></li> <li>• <a href="#">QI Implementation Roadmap</a></li> </ul>		
	7 weeks following introductory call (or sooner)	<p>Complete QI Implementation Project Charter to document chosen QI focus, team member roles and responsibilities, and monitoring strategy.</p> <p><i>Return Project Charter to MQii Team Point of Contact.</i></p> <p>Begin all efforts to implement your intervention (e.g., consider introduction and timing for educational and training activities, activities to raise awareness about the project, and implementation schedule).</p> <p>Optional: Consider opportunities to collect and analyze malnutrition data to monitor progress.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">MQii Toolkit</a></li> <li>• <a href="#">QI Implementation Project Charter</a></li> <li>• <a href="#">QI Implementation Roadmap</a></li> </ul>		
	8 weeks following introductory call (or sooner)	<p>Prepare for implementation by the start date identified in QI Implementation Project Charter. Assess your progress and make any changes or refinements necessary as you learn lessons and new information becomes available using the Plan, Do, Study, Act model.</p> <p>Optional: Consider opportunities to provide feedback to team members based on results seen in the data.</p>		