## 4. QAPI – Keeping Track of Accountability

FACILITY NAME:

DATE:

QI PROJECT NAME:

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| **PROJECT NAME** | **PROJECT LEADER** | REPORT TO | WHEN | **BASELINE** | IMPROVEMENT | STATUS |
| **Project A** | **Empower staff** | ***Emphasize accountability*** | **Date** | ***Focus on inter-ventions*** | **Increase motivation** | **Complete, follow up etc** |
| CVC reduction | Vascular Access (VA) Manager | Meet VA Manager once a week | Date of meetings | Referrals  Reschedule appointment for permanent access  Etc. | Facility reduced CVC usage by 1% this month | Review VA report monthly |
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Note: This tool may be used in conjunction with an action plan and/or quality improvement plan.