



QAPI Plan Workshop: Session 2

Where There Is a Vision...



Review

- Selected your Steering Committee
- Shared “QAPI At a Glance”
- At least started thinking about job descriptions
- Completed your QAPI Self Assessment
- Shared your QAPI Self Assessment with your QIO

Take Another Bite



- Lots of activities to be doing while writing the plan
 - Basic intro to QAPI for residents, families, staff, contractors...
 - Planning for open communication
 - Knowing your culture
 - Looking at resources that will be needed in the future
- Writing the plan has a deadline, soooo....

Identifying Who YOU Are (Action Steps)



- **Locate or develop your mission statement**
 - Your facilities reason for existing
 - QAPI At a Glance can help
 - Most already have... but do you USE it?
- **Locate or develop your vision statement**
 - What you want to achieve or where you see your organization in the future
 - QAPI At a Glance can help
 - Most already have... but do you BELIEVE it?
- **Begin communicating these to your residents, families, staff, vendors...**

Purpose Statement for QAPI (Action Steps)

- This is a statement for how QAPI will support your vision and mission statements
- Page 31 of QAPI At a Glance has lots of tips and the following example:
 - “The purpose of QAPI in our organization is to take a proactive approach to continually improving the way we care for and engage with our residents, caregivers and other partners so that we may realize our vision to [reference aspects of vision statement here]. To do this, all employees will participate in ongoing QAPI efforts which support our mission by [reference aspects of mission statement here].”
- Write your purpose statement for QAPI

Establishing Guiding Principles (Action Steps)

- QAPI “Rules” your team makes a commitment to uphold
- Must capture all of the “Five Elements of QAPI” (Resource provided)
- These will guide:
 - What the facility does
 - Why it does those things
 - How it gets done
- Again, refer to QAPI At a Glance, Page 32 for examples
- Write your guiding principles for your facility

Scope of Service (Action Steps)

- List the services your facility provides
- As with the rest of these lists, brainstorm with your team
- Page 33 of QAPI At a Glance for examples
- That's it for now... just list them. We will be using this list later.

Action Items

- Locate or Develop Mission Statement
- Locate or Develop Vision Statement
- Write QAPI Purpose Statement
- Write QAPI Guiding Principles
- List your Scope of Services
- Celebrate because the preamble is D.O.N.E!

Next Time

- Two weeks from today
- A bit more involved – so be ready
- Have a GREAT two weeks!



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Discussion



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