

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

QUALITY IMPROVEMENT STUDY REPORT TEMPLATE

Name of Study

Investigator

Clinic

Study is

Date of this QIS

IDENTIFY PROBLEM

What is the Problem

GATHER INFORMATION ON PROBLEM

Background to problem/Known facts of problem

Parameters of problem

Area of Care:

Frequency:

Consequence Problem:

DEVELOP SOLUTION TO PROBLEM

Standards Used to Evaluate Problem:

Not applicable

As follows

Proposed Solution to Problem

Desired Outcome of Solution

CONDUCT TRAINING ON SOLUTION

Training Given on

Training Aids Used:

Lecture

Memory aids

Checklists

Flow-charts

Practice

IMPLEMENT SOLUTION TO PROBLEM

Solution will require more than 6 months to implement.

QIS concluded (*for follow-up QISs*). Go to next section.

Task

Responsible Party

Completion Date

Solution to be reviewed in:

month(s) on:

REPORT RESULTS OF THE IMPLEMENTED SOLUTION

Initial QIS completed on	Observations and conclusions
Follow-up QIS completed on	Observations and conclusions
Additional QIS completed on Not applicable	Observations and conclusions

EVALUATE SOLUTION TO PROBLEM

INITIAL QIS

Solution worked. Solution will be followed-up in _____ months on: _____

Solution did not work. Alternative solution will be followed-up in _____ months on _____ (date).

Initial QIS findings documented in the QIFG minutes of _____ (date).

FOLLOW-UP QIS

Solution sustained. The study was concluded on _____ (date).

Solution incorporated into SOP on _____ (date).

Training conducted on _____ (date) using: lecture memory aids checklists flow-charts practice.

Solution *not* sustained. Alternative solution will be followed-up on _____ (date).

Follow-up QIS findings documented in the QAFG minutes of _____ (date).

ADDITIONAL QIS (if needed)

Solution sustained. The study was concluded on _____ (date).

Solution incorporated into SOP on _____ (date).

Training conducted on _____ (date) using: lecture memory aids checklists flow-charts practice.

Solution *not* sustained. Alternative solution will be followed-up in _____ months on _____ (date).

Additional QIS findings documented in the QAFG minutes of _____ (date).

HSWL SC ASSISTANCE (optional for non-sustained solutions)

Contacted _____ of **HSWL SC** on _____ via _____ for assistance.