

**QI Process Study Report: Template**

Submitted By:

Date of Plan:

Date Reviewed:

Facility/Unit:

A **Process Study** examines the effectiveness of the health care delivery process (triage levels in the sick call process, renewing medications during chronic care process)

**I. State the Problem or Indicator**

Describe the problem or issue to be studied.

**II. Methods Used to Study Current Problem**

Describe the study to be used to identify the current problem or indicator.

**III. Results of Study**

Describe the results of the study. These are the results of the assessment of how things are currently working, **prior to implementing an intervention or improvement plan**. Attach audit tool, time study or log review results.

**IV. Analysis of the Problem**

Discuss the analysis you completed, showing what parts of the process need to be improved. Attach the process assessment, and 5 WHYS analysis.

**V. Plan**

Describe the desired changes, using the SMART goal format when implementing the Corrective Action Plan. Discuss steps needed to effect the desired change. Attach copy of the Corrective Action Plan.

**VI. Follow-up Activities**

Describe follow-up activities that were performed. Attach documentation of education completed, new forms implemented, list of new process steps, and re-audit tools.

**VII. Results**

Describe results of follow-up activities and how the results related to the goal. Include any future plans for study, if appropriate. Attach final CQI re-audit tools, final updated time study results, or final log review used.