



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### QUALITY IMPROVEMENT PLAN

**Effective Date:** December 11, 2015

**Policy:** QI-02

**Page 1 of 2**

- I. PURPOSE:** To provide a systematic hospital-wide process for evaluating quality of services provided at Montana State Hospital and for taking action to ensure performance is improved and problems are resolved when a need is indicated.
- II. POLICY:** The hospital's Quality Improvement efforts include the entire organization and involve staff at all levels and from every department.
- III. DEFINITIONS:**
  - A. *Quality Improvement Plan* – A document describing the hospital's major performance improvement activities, goals, and priorities for the fiscal year.
- IV. RESPONSIBILITIES:**
  - A. *Director of Quality Improvement* – responsible for coordinating development, implementation, and evaluation of the Quality Improvement Plan on an annual basis.
  - B. *Quality Improvement Committee* – responsible for approving the annual Quality Improvement Plan and providing input into its development, implementation and evaluation.
- V. PROCEDURE:**
  - A. The Quality Improvement Department in collaboration with the Quality Improvement Committee will develop an annual Quality Improvement Plan. The purpose of this plan is to provide guidance and structure for performance improvement activities affecting all departments and service units by: (1) establishing performance improvement goals, (2) setting priorities, (3) describing methods of measurement and analysis, (4) assigning responsibilities for performance improvement activities, and (5) working to resolve problems and address needs identified through performance improvement activities.
  - B. Evaluation of progress with the goals and priorities identified in the annual plan will occur throughout the year and may be adjusted as needed.
- VI. REFERENCES:** CMS 482.21, Condition of Participation: Quality Assurance; Policies and Procedures ARM 37.106.1908 i.

## Montana State Hospital Policy and Procedure

QUALITY IMPROVEMENT PLAN

Page 2 of 2

- VII. COLLABORATED WITH:** Hospital Administrator, Quality Improvement Committee.
- VIII. RESCISSIONS:** QI-02, *Quality Improvement Plan* dated May 2, 2014; QI-02, *Quality Improvement Plan* dated May 18, 2010; QI-02, *Quality Improvement Plan* dated February 28, 2007; QI-02, *Quality Improvement Plan* dated March 31, 2003; QI-02, *Quality Improvement Plan* dated July 12, 2001 and Policy QI-01-98, *Quality Improvement Plan* dated May 19, 1998.
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Quality Improvement
- XII. ATTACHMENTS:** None

Signatures:

John W. Glueckert  
Hospital Administrator

Connie Worl  
Director of Quality Improvement