CHAM QUALITY IMPROVEMENT
PROJECT CHECKLIST FOR MOC

TO REGISTER PROJECT:

☐ Complete **New QI Project** form and email to Anjali Modi at Amodi@Montefiore.org

DURING YOUR PROJECT

☐ Hold **Monthly** Project Team **meetings**

☐ Maintain **Monthly minutes** that include:

- Attendee list
- Action items
- List responsible parties for key elements of projects

☐ Maintain Monthly data (Run chart)

TO RECEIVE MOC CREDIT:

☐ Project Lead request and complete a **Progress Report** form and email at end of each 12-month period, to Anjali Modi at Amodi@Montefiore.org

☐ All Progress Reports will require submission of following:

- **Names, dates of participation & active contribution** of all other candidates seeking MOC for this project

- **Run chart** displaying results over 12-month period with interventions and measures

- Monthly Meeting **Minutes**

☐ Each candidate must meet the following:

- Implement the project's interventions (the changes designed to improve care).
- Collect, submit, and review data in keeping with the project's measurement plan.
- Collaborate actively by **attending at least 75% of all project meetings** over at least a **12-month period**.

☐ Each candidate must complete their own **Attestation form including Project Lead's signature** and submit to Anjali Modi at Amodi@Montefiore.org (Attestation form will be provided you to towards end of project)