HPV Vaccine Study
✓ Champion Checklist for Implementing First MOC Project

Practice Name:

Overall MOC Project Activities

☐ Ensure that all physicians requiring MOC credit complete the <u>online IHI QI training</u> before the end of the First MOC Project (*required for MOC credit).

☐ Ensure that all providers (MD, NP, PA) view the <u>Vaccine Communication Training</u> module and complete the CME quiz (*required for CME credit).

☐ *(If applicable)* Staff who recommend HPV vaccine under standing orders: Send names and email addresses to <u>janet.l.cates@vumc.org</u>. We will send login and link to Vaccine Communication Training module.

☐ Use **QI Meeting Log** (*required for MOC credit) to document dates and attendees for all meetings and huddles where the MOC project is discussed. MOC projects need to be discussed at a meeting with physicians at least monthly, and the Meeting Log returned to Dr. Hull at the end of the six months for her to approve MOC attestation. *Each physician must be present in <u>at least 3 meetings</u> for MOC credit.

☐ At end of 6-month MOC project, ensure that all participating physicians complete the MOC attestation form on the ABP website for Dr. Hull to approve. We will provide further instructions in May 2018.

First MOC Project – Change #1:

Web Portal: Complete Training Module page:

☐ Both Champions: View brief video and optional readings.

☐ Physician Champion: Take the CME quiz.

Web Portal: Carry Out PDSA Cycles page:

☐ *Status of PDSA Cycles:* Update status as you go through the process.

☐ *Resources:* Download materials to use for implementing the change.

☐ *Resources:* Submit requests for materials or technical assistance as needed for this change.

☐ *First / Continue PDSA Cycles:* Read guidance on how to do the PDSA cycles. Use the sample **PDSA Form** and customize it for your practice to test small changes in multiple PDSA cycles (one form per cycle).

☐ *Upload PDSA Forms:* <u>Either</u>: 1) Upload **PDSA Forms** for all completed cycles, or 2) Fill out and upload the **PDSA Cycles Log**. We will add this information to your quarterly data reports. (*required for MOC)

First MOC Project – Change #2:

Web Portal: Complete Training Module page:

☐ Both Champions: View brief video and optional readings.

☐ Physician Champion: Take the CME quiz.

Web Portal: Carry Out PDSA Cycles page:

☐ *Status of PDSA Cycles:* Update status as you go through the process.

☐ *Resources:* Download materials to use for implementing the change.

☐ *Resources:* Submit requests for materials or technical assistance as needed for this change.

☐ *First / Continue PDSA Cycles:* Read guidance on how to do the PDSA cycles. Use the sample **PDSA Form** and customize it for your practice to test small changes in multiple PDSA cycles (one form per cycle).

☐ *Upload PDSA Forms:* <u>Either</u>: 1) Upload **PDSA Forms** for all completed cycles, or 2) Fill out and upload the **PDSA Cycles Log**. We will add this information to your quarterly data reports. (*required for MOC)

Recommended activities while carrying out PDSA cycles

- Post questions and share successes on the <u>Virtual Learning Community</u> (private Facebook group, link on web portal dashboard). Dr. Hull will reply to the posted questions.
- Hold daily huddles to review patient list, data, updates, troubleshooting (standing; < 10 minutes).
- Meet during "Study" phase of each PDSA cycle to review data in VHealth dashboard, discuss progress and challenges, learn and make next "Plan."
- Use VHealth dashboard, daily or weekly for planning, assessing progress, etc.