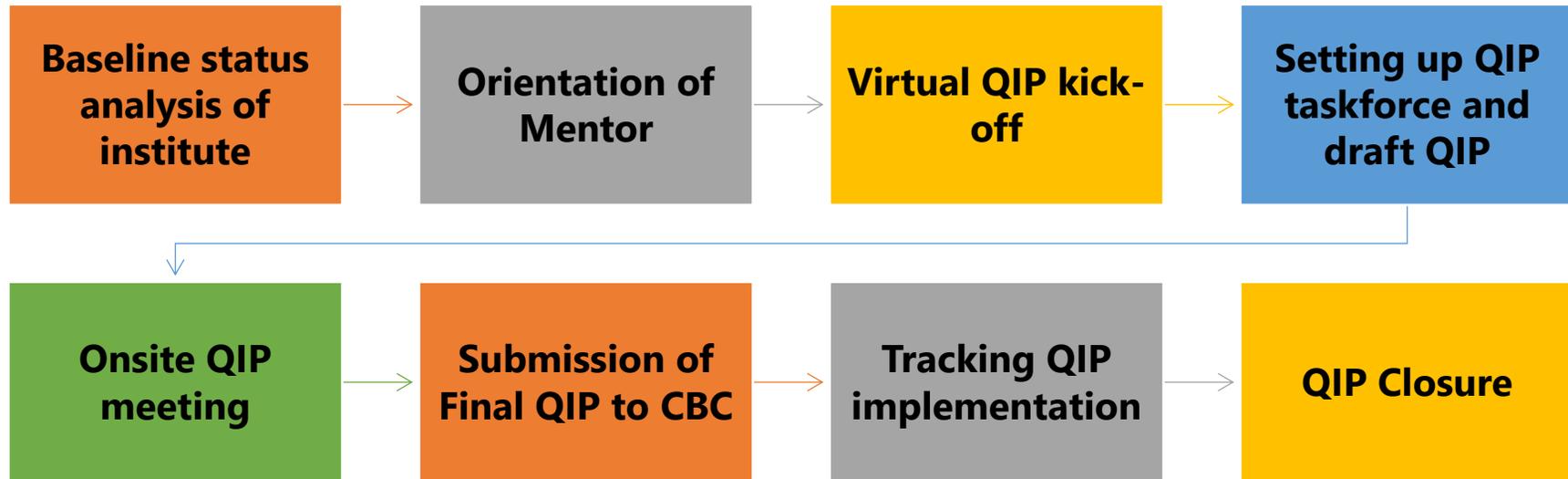


Step by Step Process for Quality Improvement Plan (QIP)



Document and Templates:



Role of Mentor and Agency

#	Activity	Role of Agency	Role of Mentor	Outcomes	Timelines
1	Baseline status analysis of institute to identify strength and weakness across 8 pillars	Prepare baseline report - PPT	—	Clear understanding of institute's current standing	T0
2	Orientation of mentor for the QIP of the institute	<ul style="list-style-type: none"> Share the baseline report, QIP template and way forward report with the mentor. Set up a virtual call with mentor to brief status quo of the Institute derived from the accreditation process. 	Review the baseline report and way forward report to identify interventions and low hanging fruits	Mentor familiar with institute & prepared to guide QIP process	T1 = T0 + 7 days
3	Virtual QIP kick-off meeting with CSTI	<ul style="list-style-type: none"> Coordinate with the institute to set up a virtual kick-off meeting which includes the institute, mentor and CBC – CSTI team. Orient institute to the QIP template to enable them to understand and fill the template. 	<ul style="list-style-type: none"> Lead the meeting and provide input to institute to identify the low hanging fruits through QIP template. Suggest interventions which they may take up to improve upon training standards 	<ul style="list-style-type: none"> Date for the onsite QIP meeting Institute gains understanding of the QIP process and template 	T2 = T1 + 7 days
4	Setting up QIP taskforce and Guide institute to fill up the QIP template	<ul style="list-style-type: none"> Follow up with institute and ensure that the QIP taskforce is formalized. Share the relevant document with CBC and Mentor once the taskforce is formed. Ensure that the institute fills up the QIP template; Support & guide institute, wherever required 	Provide inputs on queries by institute, if required	<ul style="list-style-type: none"> Formalized QIP Committee Draft QIP discussion during onsite meeting 	T3 = T2 + 14 days

#	Activity	Role of Agency	Role of Mentor	Outcomes	Timelines
5	Onsite QIP meeting	Set up onsite meeting with Institute and Mentor for discussion of draft QIP which includes interventions and implementation timelines (the agency will bear expenses for travel and honorarium)	<ul style="list-style-type: none"> ▪ Guide institute on which interventions to be prioritized ▪ Suggest and facilitate collaboration with other institute 	Quarter wise interventions and targets (3,6,9,12 months)	T4= T3 + 7 days
6	Submission of Final QIP to CBC for review	<ul style="list-style-type: none"> ▪ Ensure the QIP template is updated post onsite meeting, including all the points suggested by Mentor and agreed by the institute. ▪ Ensure that institute emails the QIP to Mentor and CBC (until there is a provision in portal) 	Review final QIP and provide additional comments if any	Finalized QIP for implementation	T5 = T4 + 7 days
7	Tracking QIP implementation and Progress review meeting	<ul style="list-style-type: none"> ▪ Seek monthly progress report from institute over email (until there is provision in portal) and share it with the mentor and CBC ▪ Set up monthly virtual meeting with Institute and Mentor for discussion on progress for QIP implementation 	<ul style="list-style-type: none"> ▪ Review progress and provide inputs for smooth implementation of QIP. ▪ Suggest to the institute CBC resources that may be helpful for upgradation. ▪ Suggest interventions to CBC that may help institute to improve. 	<ul style="list-style-type: none"> ▪ Continuous monitoring and review of institute's progress towards QIP goals 	T6 = T5 + 3-9 month Review meeting: Once a month
8	QIP Closure	Ensure that institute submits the QIP completion report and request for reassessment to CBC and Mentor through email (until there is a provision for this on portal)	Review QIP completion and provide comments if any	Institute ready for reassessment	T7 = T6 + 7 days