**QI Team Member Matrix**

Effective QI teams are multidisciplinary and include different areas of expertise. Write the names of your team members along the top row. Check off the boxes below to reflect the expertise they bring or perspective they are representing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What will each person bring to your QI project team | Provider Champion  | Nurse Manager | Medical Assistant/Nurse  | Front Desk Staff | Other (Administration, Health Educator, social worker etc.) |
| Project ChampionConsider: Can this person remove barriers to your work or advocate for resources that you need? Do they have power to make decisions within the organization? | ☐ | ☐ | ☐ | ☐ | ☐ |
| Day-to-day Process Owner (ex/ nurse manager or office manager)Consider: After the QI process is over, will this person continue to be involved in implementing and sustaining the program?  | ☐ | ☐ | ☐ | ☐ | ☐ |
| Knowledge of the System/ProcessConsider: Does this person have a deep understanding of current operations and how systems work in the organization? Are they affected by the proposed change to the system? | ☐ | ☐ | ☐ | ☐ | ☐ |
| Customer/Patient ExpertiseConsider: Does this person represent the point of view of the patient or the customer? Can they provide input on respectful care? | ☐ | ☐ | ☐ | ☐ | ☐ |
| Clinical ExpertiseConsider: Does this person have subject matter expertise in maternity care? | ☐ | ☐ | ☐ | ☐ | ☐ |
| Other Skills/Roles to Add: | ☐ | ☐ | ☐ | [ ]  | [ ]  |