

معايير تقييم التطبيق العملي

Criteria for Evaluation of the Quality Improvement project by using FOCUS-
PDCA model

	Criteria	المعيار	
1	The report Organization (cover - index - print size and format - page numbering).	تنظيم التقرير (الغلاف - الفهرس - حجم ونسق الطباعة - ترقيم الصفحات).	١
2	Presentation tools (Tables - Diagrams - Figures).	أسلوب العرض (الجداول - التمثيل البياني - الأشكال التوضيحية).	٢
3	Language and sequence of ideas.	الصياغة واللغة وتسلسل الأفكار.	٣
4	References (adequate - recent - appropriate ...).	المراجع والمصادر (كافية - حديثة - ملائمة...).	٤
5	Introduction about the unit / department / hospital...etc.	مقدمة عن الوحدة / القسم / المستشفى....	٥
6	Following the Guidance for applying FOCUS- PDCA model.	اتباع الخطوات المنهجية للنموذج	٦

Guidance for applying FOCUS-PDCA model

Steps	Expected Outcomes	Tools You may use
F ind an improvement project (initiative).	<ul style="list-style-type: none"> ▪ Identify and Prioritize quality problems (Mention rationale for selecting the improvement project). 	<ul style="list-style-type: none"> ▪ Pareto – Decision matrix
O rganize task force team.	<ul style="list-style-type: none"> ▪ Stakeholder Listing. ▪ Identify Related Departments. 	
C larify current process & desired outcomes.	<ul style="list-style-type: none"> ▪ Clarify the process. ▪ Data relevant to process & desired outcomes. 	<ul style="list-style-type: none"> ▪ Flow chart
U nderstand Root Causes & Desired Outcomes.	<ul style="list-style-type: none"> ▪ Analysis and identification of root causes of the quality problem (process Variation) ▪ Information from a benchmark ▪ Suggested Solutions 	<ul style="list-style-type: none"> ▪ Fish bone – Problem tree
S elect the best practice procedure.	<ul style="list-style-type: none"> ▪ Choose the best solution that will achieve desired outcome 	<ul style="list-style-type: none"> ▪ Decision Matrix
P lan for improvement project.	<ul style="list-style-type: none"> ▪ Determine the pilot project scope ▪ Required Resources ▪ How you will monitor Improvement 	<ul style="list-style-type: none"> ▪ Checklist- Questionnaire
D o the improvement project	<ul style="list-style-type: none"> ▪ Support required for implementation (e.g. Training...) 	