SON OP: 50.030, Improvement Action Plan Closing the Loop

PURPOSE: The purpose of the School of Nursing Improvement Action Plan Closing the Loop Operating Policy and Procedure (SON OP) is to provide a mechanism for reporting and communicating outcomes essential for demonstrating use of results for continued improvement (closing the loop).

REVIEW: The OP will be reviewed biennially by October 1 of each odd numbered year (ONY) by the Process Improvement and Evaluation Council and the Associate Dean of Outcomes Management and Evaluation, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

1. Policy

The improvement action plan closing the loop process within the School of Nursing involves reflection on assessment outcomes, the analysis of improvement action plan effectiveness, reporting recommendations developed through reflection, and communicating revised and new improvement action plans. Completion of each step of the process is essential for achieving ongoing improvement.

Reflection on assessment outcomes is required for developing improvement action plans and determining whether the plan implementation is to be maintained (continue monitoring), revised, (designated as completed) or replaced with a new improvement action plan for continuous improvement. Reporting and communicating outcomes is essential for demonstrating use of results for continued improvement (closing the loop).

2. Procedure

The components of the improvement action plan closing the loop procedure include the following actions:

a. The entity (Shared Governance Councils, administrator, individual) responsible for development of an improvement action communicates plan implementation, assessment of outcomes, data analysis, and outcome documentation (using the SON OP 50.020 Appendix A Improvement Action Plan template) to the designated leadership body.

b. Analyses results are communicated to the Process Improvement Council and to designated leadership body for reflection, evidence-based decision-making, plan maintenance/revision/replacement, and provision of feedback to internal and external customers.

c. Improvement Action Plan items are placed on the Coordinating Council Meeting agenda annually for reflection, recommendations, acknowledgement, reporting, and/or follow-up.
d. Improvement Action Plan reports (initial, progress, final) are completed and attached to the Coordinating Council meeting agenda (see SON OP 50.020 Improvement Action Plan Policy)