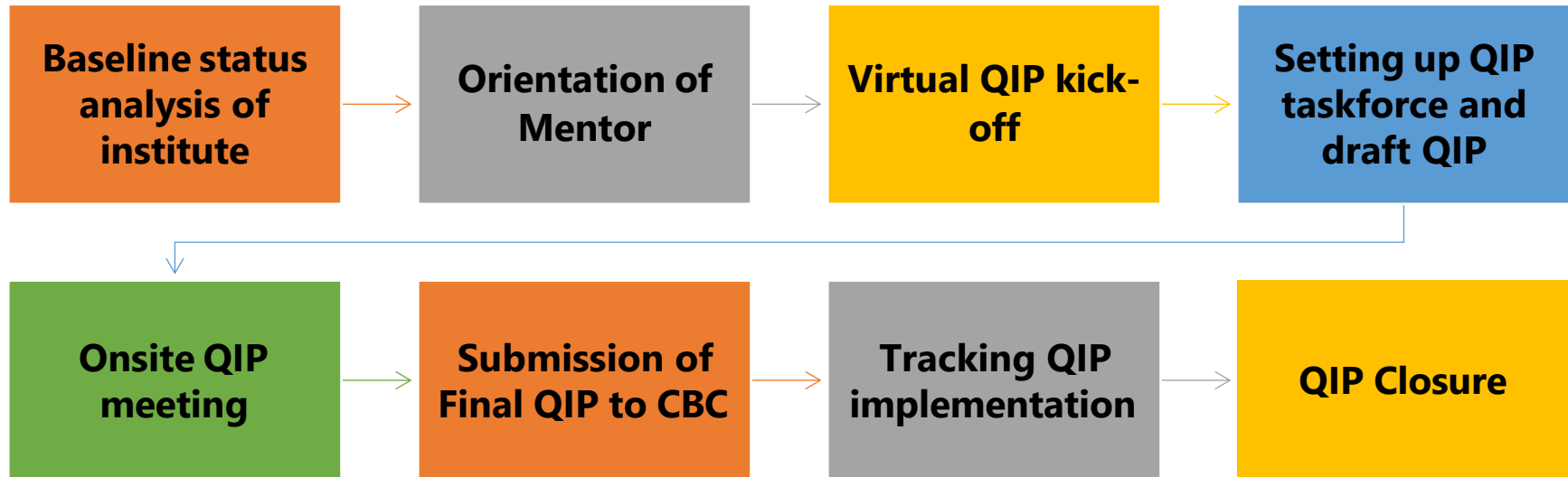


## Step by Step Process for Quality Improvement Plan (QIP)



## Role of Mentor and Agency

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

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