



# Did You Know?

## Health PEI

### What is a Quality Board?

A **Quality Board** is a highly effective communication tool that provides at-a-glance information about quality improvement to team members, patients/clients/residents and families (Institute for Health Information, 2021). A quality board helps Quality Improvement Teams (QITs) display information on quality and safety, monitor performance indicators and track improvement initiatives.

Quality Boards **should be updated regularly – at minimum monthly** to ensure up to date information is being shared with others.

#### Suggestions on What to Include on a Quality Board:

- Quality Improvement Team (QIT) Membership List
- QIT work plan (goals, strategies, and progress)
- Indicators
- Key Messages from recent QIT meetings
- Information/updates on Accreditation:
  - ROP of the Week documents
  - Did You Knows
  - Timeline

**A Quality Board  
should be posted  
in a public area on  
the unit/site**

#### Tips:

1. **Keep it simple** – choose items to display on the board that can be updated easily, frequently.
2. **Include visual tools** - charts, graphics and images provide useful and appealing information.
3. Ask for a **volunteer or delegate/assign** a team member the responsibility to regularly update to ensure the most current information is displayed on the board.

For more information about your program's quality improvement team, speak with your manager or visit Health PEI's Staff Resource Centre at <https://src.healthpei.ca/quality-improvement-teams>