BUILDING YOUR QI TEAM

UF College of Medicine
Quality and Patient Safety Initiative
UNIVERSITY *of* FLORIDA

Complete this worksheet when you are ready to identify and organize your QI project team.
It is designed to be used alongside your project charter in ConneQtor.

SECTION 1: YOUR PROBLEM & AIM

Before you can build the right team, you need a clear sense of what you're trying to improve.
A one-sentence aim keeps your team formation focused.

In one sentence, what is the problem you are trying to improve?

Who is most directly affected by this problem? *(patients, staff, both — be specific)*

SECTION 2: WHO NEEDS TO BE ON THIS TEAM?

Strong QI teams are interprofessional — they include clinical team members who do the work, people who are affected by it, and people who have the authority or resources to support change. **Think across all three columns.**

Tip: Aim for 3–6 core team members.
Larger teams are harder to coordinate; smaller teams may lack the range of perspectives you need.

Role on the Team	Name (if known)	Why this Person
Project lead (you)		
Frontline clinical team member(s) Someone who works directly in the process you're improving		
Data or measurement support Someone who can help you track whether your change is working		
Administrative or operational support Someone with scheduling, resources, or workflow authority		

Role on the Team	Name (if known)	Why this Person
Patient or family voice (if applicable)		
Other:		

SECTION 3: ROLES & RESPONSIBILITIES

Unclear roles are one of the most common reasons QI teams stall.
Use this section to define who is responsible for what before your first meeting.

Team Member Name	Project Role	Key Responsibility

Who is the single point of contact for project decisions when the team disagrees?

SECTION 4: COMMUNICATION NORMS

High-performing teams don't leave communication to chance. Agreeing on basic norms at the start prevents confusion and builds psychological safety — the ability for every team member to speak up without fear.

How will your team communicate between meetings? *(e.g., email, secure messaging, EHR inbox)*

How often will your team meet, and in what format? *(e.g., 5-minute weekly huddle, monthly chart review)*

Team commitment

Tip: Build in a norm for how concerns get heard.
If someone raises a concern and the team doesn't act on it, psychological safety erodes quickly.

We will **always**

(Example: share data updates before meetings so everyone comes prepared)

We will **never**

(Example: assign action items without confirming who owns them)