

DRIVE Advisory Group Agenda (Sample)

Quality Initiative Advisory Group Meeting Agenda: Example

Time	Topic	Presenter
10:00 am	Welcome, Introduction, and Meeting Goals	Project Leader
10:15 am	Overview of Clinical Issue and Need in Community <ul style="list-style-type: none"> Why is the topic important to the population and practices? 	Project Leader or Expert
10:30 am	Overview of Quality Improvement (QI) Approach <ul style="list-style-type: none"> What are the steps in a DRIVE program? 	Project Leader
10:45 am	Discussion	
11:00 am	National and Regional Resources for Education and Training <ul style="list-style-type: none"> What resources are available to help train clinicians and patients? 	Local Experts
11:45 am	Description of Participating Practices <ul style="list-style-type: none"> Which practices will be participating and what are their characteristics? 	Practice or System Leads
12:00 pm	Lunch	

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12:30 pm	Current Initiative QI Approach <ul style="list-style-type: none"> What are the specific QI targets? What PDSAs can take aim at the targets? 	Project Leader
1:30 pm	Measurement Approaches for Planning, Implementation, and Evaluation <ul style="list-style-type: none"> What are the tools to assess the practice? What data sources are available to assess performance? Will there be a formal evaluation? Who will lead it? 	Project Leader and/or Expert
2:00 pm	Discussion	
2:30 pm	Break	
2:45 pm	Champion Training Planning <ul style="list-style-type: none"> What, where, and who will the champion training encompass? 	Project Leader
3:00 pm	Discussion	
3:30 pm	Communication Strategy – System, Practices, and Community Organizations <ul style="list-style-type: none"> How will the practice staff be informed about the project and its progress? Provide input? How will system and relevant community leaders be apprised of the project and provide input? 	Project Leader and/or System and Community Representatives
3:45 pm	Next Steps <ul style="list-style-type: none"> Who will do what, when? 	Project Leader
4:00 pm	Adjournment	