QA Plans

(QA plans discussed by Julie and Tina at collection team meeting, June 24.09)

Objective

To understand quantitatively the level of accuracy, precision and timeliness of the Critical Care and Medicine Databases, and to improve that quality.

Overview

For best value, we are proposing various audits and analyses, some ongoing and some on a project basis.
Auditing our data with a sample size sufficient for a statistically significant result would be personnel intensive and therefore costly. For this reason, most of our suggestions are either short-term projects, or rely on small increases of work for existing staff.

Focus Group with multi-site collectors

We want to invite Data Collectors who have worked in more than one site for a focus group to find out what differences between different sites, both in collection and in the hospitals themselves.
This will help us find holes in the current SOPs that would need to be filled before a meaningful external audit.

QA Awareness Workshop for Data Collectors

The Data Collectors need to be aware of what we are doing, and that this is not to find fault with individuals, but to improve our data.
A meeting with Data Collectors done April 8, 2009 and we would like to address this then.
The session will included:

- components of QA (i.e. this document)
- trade-offs for Data Collectors (e.g. fewer calls from Pagasa after the fact)
- detailed instruction of the ongoing “Real-time audit” excluding ward assignment

Establish baseline via ongoing same-site real-time audit

Starting as soon as possible and on an ongoing basis, each Data Collector will be paired up with a partner unit local to their hospital. There will be instructions for Data Collectors not to compare notes. Community ICU will be exempted from this since there is no local collector to pair up with.

We will run this as a pilot with just one Data Collector for a week or two to eliminate any process problems.
More detailed instructions for this process will provided later.
The partner patients will be sent in a separate batch, using “a” as the batch number, and the regular initials.
Julie will match and analyze and report on the differences.

Fix our SOPs

The SOPs on the wiki are fairly comprehensive now, but needs work and to determine where holes remain.
We need comprehensive SOPs to judge the performance of data collectors against.
Since our SOPs are available in an electronic form there is a possibility to analyze frequency of access to this data. We might want to consider a compliance audit to ensure everyone is aware of the most recent SOPs. Depending on the level of automation achievable this might have to be a spot-check.

Repeated Short term monitoring initiatives with the goal of quick analysis and feed-back

Once we have SOPs and a baseline of ongoing same-site real-time audit we will conduct further audits to account for differences between sites and repeatability (precision). Further, we will conduct alternative initiatives to supplement the audits will be outlined later. (NOTES from the original documented QA plan written up by Julie and Tina) --*Trish*