**Solutions**

Employee 1

Initial QI Initiative Questionnaire (May 2013)

1. *Based on a percentage 0 to 100%, what is your ability to develop, revise, and/or access department policies and procedures?*

**Answer: 15% - - I have done very little work with updating policies or procedures**

1. *Explain the process for developing, revising, and accessing a policy or procedure related to your area of work.*

**Answer: At this time, the Health Director usually sees the need for creating or revising a policy and initiates the process, asking for input from the employees directly impacted.**

1. *Is a QI initiative to create a process for developing, revising, and/or accessing department policies needed? If so, explain.*

**Answer: Yes, all staff need to be aware of the need for policies and procedures.**

**QI Initiative Questionnaire After 6 months (October 2013)**

1. *Based on a percentage 0 to 100%, what is your ability to develop, revise, and/or access department policies and procedures?*

**Answer: I would rate my ability at 80% to be able to develop, revise, and access policies and procedures. That rate is probably almost 100% on revising and accessing, but am not quite as comfortable on the development of a new policy.**

1. *Explain the process for developing a policy or procedure related to your area of work. If any, what are the changes/improvements that need to be made?*

**Answer: We have just begun a new process with a standardized template for all policies and procedures. Any staff member can initiate the process, give it to the Health Director for review, and share this in the Current Policies folder on the network.**

1. *Give example(s) of how the new process for developing, revising, and accessing department policies and procedures has benefited you.*

***Answer:* This has given me the reassurance that I am allowed to make suggestions for changes in the policies and procedures. I have worked on a procedure that largely impacts one of my areas of responsibility to make a process more efficient.**