



T1D Exchange (T1DX-QI) QI Champions Committee Charter

Last Updated 4/30/2024

1.0 Purpose

This charter serves as a foundational document outlining the purpose, vision, objectives, deliverables, and structure of the T1D Exchange (T1DX-QI) QI Champions Committee.

2.0 Background

The QI Champions Committee is a collaborative group of Quality Improvement (QI) Coordinators representing all participating centers in the T1DX-QI initiative. The committee convenes bi-monthly to facilitate the exchange of QI initiatives occurring locally in participating centers. The QI Coordinators share and learn from others. Coordinators share their projects by utilizing Quality Improvement principles. Projects align closely with their organizational priorities and the T1DX-QI quality metrics.

3.0 Vision

The vision of the T1DX-QI QI Champion's committee is to foster interprofessional collaboration to facilitate discussions on QI methodologies, QI initiatives, and QI best practices to enhance clinic processes, workflows, and patient outcomes.

4.0 Objectives

The QI Champions Committee comprises a network of QI Coordinators, Registered Nurses, Patient Navigators, Medical Students, Dietitians, and Certified Diabetes Care and Education Specialists (CDCES) and QI Specialists. Together, we aim to provide leadership and insights into T1DX-QI Quality Improvement initiatives. The QI Champions Committee will contribute to the development of best practices in diabetes care through various strategies, including but not limited to:

- Sharing and implementing QI tools and methodologies applicable to type 1 and type 2 diabetes.
- Collaborating on QI projects aligned with T1DX-QI quality metrics.
- Contributing to abstracts and manuscripts locally and in collaboration with other T1DX-QI co-authors.

5.0 Committee Governance:

Co-Chairs will serve a term of two years, with the option for re-appointment for additional terms as determined by the committee.

6.0 Co-Chair Role

Two co-chairs will lead the QI Champions committee, ensuring smooth operations and effective collaboration. Responsibilities include:

- Facilitating meetings and discussions.
- Coordinating with members to ensure participation and contribution.
- Overseeing the development and execution of committee initiatives.
- Serving as liaisons between the T1DX-QI team and the committee.
- Collaborating with T1DX-QI leadership to align committee activities with overall goals and objectives.

7.0 Membership

Membership in the QI champions committee is highly recommended for type 1 diabetes and type 2 diabetes QI coordinators. There should be at least one representative from all participating centers. Benefits of membership include contributing to T1DX-QI Quality Improvement initiatives, opportunities for co-authoring abstracts and manuscripts, and recognition on the T1DX-QI QI Champions Committee webpage. The following are the roles and responsibilities of members:

- Members are expected to attend at least three of four meetings annually
- Members should email the T1DX-QI team if they will be absent at meetings
- Members are scheduled to present at least once annually. Presentations should highlight QI tools such as fishbone diagrams, Key Driver Diagrams, Process maps, Run charts, or PDSA worksheets
- QI coordinators should actively engage in abstract and manuscript development both locally and in collaboration with other T1DX-QI co-authors.

8.0 T1DX-QI Staff Role

- T1DX-QI staff will work with co-chairs to create the agenda for meetings and ensure that meetings are scheduled. T1DX-QI staff will share the agenda, notes, and important announcements with the group.

9.0 Meetings:

- Members are required to attend quarterly meetings, with the expectation to present at least once annually.
- QI Champions Committee meetings are 60 minutes (1-2 pm EST).

10.0 Communication:

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Committee members will primarily communicate via email and virtual meetings. T1DX-QI team will share meeting reminders, agendas, notes, and recordings via the T1DX-QI Member Website. <https://t1dx-qi.t1dexchange.org/committees/qi-champions/>

11.0 Review Process:

The Co-Chairs and T1DX-QI team will annually review the charter to ensure alignment with organizational goals and priorities. Proposed amendments to the charter will be discussed and voted on by the committee.