Measure Checklist

Instructions

If you can respond “yes” to each statement below, you are doing well with the measurement and are ready to move into the “Analyze” phase DMAIC.

For our project we have:

1. Determined what we want to learn about our problem and process and where in the process we can go to get the answer. Yes  No
2. Identified the types of measures we want to collect and have a balance between effectiveness/efficiency and input/process/output. (For GWTG purposes use the key measures identified for the module you are implementing) Yes  No
3. Developed clear, unambiguous operational definitions of the things or attributes we want to measure. Yes  No
4. Tested our operational definitions with others to ensure their clarity and consistent interpretation. Yes  No
5. Made a clear, reasonable choice between gathering new data or taking advantage of existing data. (For GWTG purposes, use new data after the initial baseline data is collected and analyzed. Initial baseline is from 30 consecutive recent patients) Yes  No
6. Clarified the stratification factors we need to identify to facilitate analysis of our data. Yes  No
7. Developed and tested data collection forms or check sheets which are easy to use and provide consistent, complete data. (For GWTG purposes, we suggest the patient tracking form or the Patient Management Tool) Yes  No
8. Identified an appropriate sample size, subgroup quantity and sampling frequency to ensure valid representation of the process we’re measuring. (GWTG Example: what ICD9 codes will you focus on and frequency of measurement checks) Yes  No
9. Prepared and tested our measurement system, including training of collectors and assessment of data collection stability. (GWTG = Patient Management Tool training, data entry and report running) Yes  No
10. Used data to prepare baseline process performance measures, including proportion defective and yield. (30 consecutive charts from recent patients) Yes  No