



Florida Perinatal Quality Collaborative

Initiative Enrollment Checklist

To ensure that your team has completed all necessary steps to be considered fully enrolled in this initiative, we require all teams to do the following:

- ☐ Review application packet
- ☐ Identify team members who can serve in each designated initiative role (i.e. project lead, physician champion, nurse champion, QI lead, and hospital administrator)
- ☐ One team member should complete and submit the online application to FPQC
- ☐ Ensure each team member responds individually to the FPQC email sent specifically to their email address committing them to serve in the role listed on their application
- ☐ After all individual team members have committed via email, your team will receive an acceptance email for the initiative application. You will receive two documents requiring signature. *Please return these signed documents via email only (do not fax nor send via eSignature platforms) to fpqc@usf.edu as soon as possible:*
 - Hospital Commitment Letter
 - Data Use Agreement* (this may be sent in a separate email if additional time for completion is needed)
- ☐ Designate two team members to attend Kick Off, and register each individually. Request additional team members to be added to a waiting list by emailing fpqc@usf.edu if interested and space is available
- ☐ Attend Kick Off, where you will complete and return the Pre-Implementation Survey
- ☐ Ensure initiative and QI data leads attend the initiative's Data Webinar
- ☐ *All applying teams are invited to attend initiative-related activities regardless of where they are in the enrollment process, however, the DUA must be fully executed prior to data submission; and both the signed/executed DUA and signed Commitment Letter are required in order to be listed as enrolled and a participating hospital in the FPQC initiative and posted on the website.

Thank you!

Questions? Email fpqc@usf.edu