



Family-Centered Care in the NICU (PAIRED) Initiative

Quick Start Checklist

FIRST

- ☐ 1. Recruit QI team - physician, nurse, administration champion, and if available, a parent champion
- ☐ 2. Review, complete and return PAIRED Data Use Agreement
- ☐ 3. Complete the PAIRED Team Readiness Survey and identify team goals
- ☐ 4. Attend PAIRED Kickoff Virtual Meeting (March 19, 2021 from 1 to 4:30 pm)
- ☐ 5. Write down questions or concerns

NEXT

- ☐ 1. Review FPQC PAIRED website to understand improvement goals and strategies:
 - a. Online Toolkit
 - b. Overview slide set
 - c. Other nationally vetted resources
- ☐ 2. Attend the PAIRED Data Collection webinar on Friday, March 26, 2021 at 12 noon.
- ☐ 3. Schedule regular team meetings and develop communication plan to keep stakeholders updated on initiative
- ☐ 4. Create a draft 30-60-90 day plan. This plan helps your team decide where to start and identify what you want to accomplish in the first 3 months. Call it the "where should we start" plan.
- ☐ 5. Schedule your hospital's own on-site kick-off for April or May 2021.
- ☐ 6. Review hospital policies on caregiver visitation and involvement with infant care; review hospital signage for positive messages for caregivers.
- ☐ 7. Prioritize and plan your first Plan-Do-Study-Act (PDSA) cycle
- ☐ 8. Schedule virtual consultation with FPQC

ONGOING

- ☐ 1. Participate in regular educational/coaching activities
- ☐ 2. Submit monthly and quarterly data
- ☐ 3. Review data reports with QI team, staff, providers and administration
- ☐ 4. Review and update 30-60-90 day plan at your regular QI meetings (we recommend monthly)
- ☐ 5. Reach out to FPQC for help, and celebrate successes with your team, early and often

All PAIRED Initiative Resources are available at www.fpgc.org/PAIRED

PAIRED Pilot Quick Start Overview

FIRST

1. Recruit **QI team** - physician, nurse, social work/case management, administration and a parent (if available) champion. You want to recruit champions, not necessarily department leads. Champions have the 4 c's: commitment, clout, credibility and charisma. Successful teams include clinical leadership, technical expertise, day-to-day leadership and administrative authority.
2. Review the **PAIRED Data Use Agreement** and forward to the appropriate parties for signature.
3. Complete the **PAIRED Team Readiness Survey** and identify team goals. Please work together as a team to complete the survey. This survey will help you understand current barriers and opportunities for getting started with PAIRED. There are no right answers! It's OK to start with lots of opportunities for improvement.
4. Attend online **PAIRED Kickoff meeting** (March 19, 2021). This is a unique opportunity to learn about the toolkit and resources, as well as the scope of the PAIRED initiative.
5. Write down questions or concerns. You can contact FPQC's data manager or PAIRED clinical advisors anytime.

NEXT

1. Review the FPQC **PAIRED Toolkit**, the **PAIRED Overview Slide Set**, and other nationally vetted resources to understand improvement goals and strategies. These are all available at www.fpqc.org/paired
2. Attend the **PAIRED Data Collection webinar** (March 26, 2021 at 12 noon) We will review definitions, tools, and procedures for data collection and submission.
3. Schedule regular (monthly is advised **QI team meetings** (put them on the calendar) and develop a **communication plan** with your hospital's team and other stakeholders to be sure everyone is aware on an ongoing basis of your successes and challenges.
4. Create a written draft **30-60-90- day plan**. This plan helps your team decide where to start, identify what you want to accomplish in the first 3 months and helps you track your progress. Review the **PAIRED Key Driver Diagram** to identify possible interventions, focus on activities supporting standardizing how you will address the areas of strengths, challenges and opportunities.
5. Schedule your **hospital launch** for April or May 2021. Launch the initiative in your hospital so that your department's staff and clinicians are aware that you are embarking on this quality improvement endeavor. This could include a Grand Rounds or other presentation at a department meeting, information posted on the unit, or another creative launch event to get people excited and aware. **You may want to invite upper administration to the kickoff so they are aware of the initiative.**
6. **Review your NICU's policies** on caregiver engagement and involvement. This includes reviewing established visitation policies, protocols for caregiver supportive care of the infant (i.e., skin-to-skin, breastfeeding), and hospital signs directed at families and caregivers. Involve everyone in this process to help your team understand the current situation in your NICU.
7. Plan your first **PDSA cycle** with your team to address your 30-60-90 day plan. These small tests of change help your hospital test process/system changes to reach initiative goals. Start small and test a change/improvement with one nurse, one provider, one patient and for one week. Review results, make improvements and implement if successful, repeat cycle if improvement is needed.
8. Schedule **on-site or virtual consultation** with FPQC, including Grand Rounds or other Peer to Peer supports such as virtual participation in routine NICU Department meetings.

ONGOING

1. Participate in **regular educational/coaching activities** sharing your challenges and successes; utilize educational tools provided by FPQC.
2. Submit **monthly and quarterly data** timely and reach out to the FPQC staff with questions anytime
3. Review quality improvement **data reports** with team, staff, providers and don't forget to keep administration informed
4. Review and update as needed, your teams 30, 60, and 90 day **plan** for key improvement areas at your regular QI meeting (monthly recommended). Remember we will be working together on this initiative into 2023!
5. Reach out to **FPQC** for help, and celebrate with your team, early and often.