**RIP**

**Rapid Improvement Project**

**What is it?** Rapid Improvement Projects are projects or processes that are in need of change. It can be identified, worked on, and completed within a short time. The difference between a RIP and a QA project is the size and time it takes to complete it. A RIP usually doesn’t need a lot of data to improve it. QA’s normally need data collected over time, and could take 3 months to a year to complete. But both are very important to improving the quality of our business.

***Rapid*** refers to a time frame that could be, but is not limited to, 30 minutes to a 30 days or so.

***Improvement*** refers to making a process or situation run more efficiently. That could mean doing something with less waste, taking out steps, a different type of or updating equipment, educating about a process, time delays, etc. Improving processes adds quality to our daily tasks, which in turn, affect our patients and residents.

***Projects*** are processes/activities that we do every day that need adjusting in some way. Some of those processes are useful and some are not. Some may be small, like moving a piece of equipment to a better location where everyone can find it when needed. Some may be larger, but still could be completed within a short time.

To help us document more of the quality projects we are doing, a RIP form can be completed very easily.

1. Identify a process to be improved with a start date
2. Give a simple explanation of what the process looks like now, and why you chose it.
3. Identify the steps taken to improve the process
4. Identify your goal, what you want to accomplish
5. State if your goal was reached, or % of success, date of completion
6. State if there were new discoveries or obstacles you encountered

Depending on what your project is, you may want to talk with your manager about it first. They may have information that would help direct you. Also, please make sure that if your RIP needs approval to be implemented, you obtain that prior to implementation.

To get credit for RIP’s being a QA project, you will need to complete ***at least*** one RIP per month, or 3 in a quarter.

After completion, make a copy of your RIP and give to the QA coordinator. All RIP’s will be tracked and reported on for our facility at QAPI meetings, Med Staff and PMC Board meetings.

If you have any questions, please contact Laurie Ward, QA Coordinator.

Thank you

Laurie Ward, RN

QA Coordinator