

Instructions

The dialysis facility will establish a process to sustain year-round engagement of at least two (2) patients, family members and/or caregivers in the facility's Quality Assurance and Performance Improvement (QAPI) meetings as the role of Subject Matter Experts (SMEs). The interdisciplinary team will brainstorm with its selected SMEs and strategize initiatives to impact:

- I. **Network and facility specific Quality Improvement Activities (QIAs).**
- II. **Patient, family member and caregiver involvement in the development of the individualized plan of care and/or plan of care meetings.**
- III. **Establishment of patient support groups, patient adjustment groups or patient councils.**
- IV. **Other facility relevant topics.**

The facility must demonstrate having effectively established an ongoing practice of integrating patient, family or caregiver SMEs by informing the Network of participation in at least three (3) QAPI meetings during 2020. SME participation must be sustained thereafter.

	To Do	Page	Due	Report	Done
<i>Main Task</i>	SME QAPI Meeting Engagement	1	As SMEs participate in QAPI meetings	<i>Online</i>	<input type="checkbox"/>

This task must be completed **ONLY** when your facility has had a patient and/or family member SME participate in the facility's QAPI meeting.

Instructions for Completing Main Task

1. Use this form to help your team manually capture action items/outcomes from SME participation in your facility's QAPI meetings.
2. Document SMEs participation in QAPI meetings utilizing the Network's Online Report. *(Link will be provided before February 2020)*
3. Print the report before submitting online to include a legible copy in your monthly QAPI meeting minutes.