

# Life Qi



quality  
improvement

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## 1 Introduction

**Life Qi** is the system used to support Quality Improvement projects

**Life Qi** is not an Oxleas system so **no patient identifiable** data can be stored on it

Sign-up by typing **Life Qi** into google or by following this web address:

[www.lifeqisystem.com](http://www.lifeqisystem.com)

## 2 Getting started

### How to start your project

- Your project needs a **clear aim**
- Enter the **problem, rationale** and **aim** - you can get this from your project charter
- Ensure the project is set to open for **everyone to view**

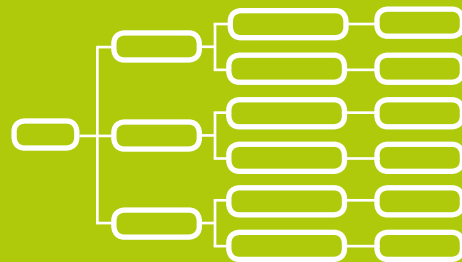
All projects must consider the possibility of involving service users

**Little i** - Asking people who use services for ideas, what needs improving, have they noticed the improvements.


**Big I** - Involving service users and carers directly in your project development and delivery.

## 3 Creating a driver diagram



- Click on **driver diagram** then **edit**
- To add a **primary driver** click on the **+** icon on the **aim** box
- Enter the first **primary driver** into the text field
- Repeat these steps to add additional primary and **secondary drivers** and finally add the **change ideas**



## 5 Creating a PDSA cycle

- Click on **PDSAs** then **edit**
- Click on 
- Select the **change idea** you are testing
- Enter the **plan** for the cycle—link to the appropriate measure
- When the test is being conducted update the **do** section of the PDSA
- After the test is complete **study** the results (update the study section)
- **Act** on the results, update the notes.

## 6 Measures and charts

- Click on **measures & charts** then **edit**
- Click on 
- Define your **measure**
- Describe how you will **collect** and **analyse** your data
- **Link** your measure to the appropriate change idea in your **driver diagram**
- Create the measure
- Click on 
- Add the source name and click on.



## 7 Progress scores


Progress scores help capture and communicate progress towards your project aim.

Your project's progress score must be updated throughout the life of the project to reflect the level of progress.



## 8 Adding documents

Documents such as the **project charter** and **project meeting notes/minutes** can be added to Life Qi so everyone involved with the project can see them.

- Click on **documents**
- Click on 
- The document will require a **name**
- Ensure the **access level** is changed to **ONLY TEAM MEMBERS CAN VIEW**
- Choose the appropriate file and save.