Completed Small Quality Improvement (QI) Project Application
For American Board of Pediatrics (ABP) Part IV Maintenance of Certification (MOC4) credit

Application Guidelines
This application is for an already COMPLETED small group quality improvement project (1-10 physicians) that has not been previously approved by the board and is seeking American Board of Pediatrics (ABP) Part IV Maintenance of Certification (MOC4) credit. Completed small group QI projects are awarded 25 MOC points upon the date of project completion. Pediatric residents and fellows who are not yet board certified but are part of an ACGME approved residency or fellowship may bank credit during their residency. This credit will be applied to their first MOC cycle after certification. Contact pedsMOC@iu.edu for more information.

If your project is in the design stage or if the project is in progress, please complete the Review Request for Proposed Small Group QI Project. For proposed projects with more than 10 physicians, complete the Review Request for Proposed Large Group Project. Large group applications (10 or more) are not eligible to apply if the project has already been completed.

Projects must have demonstrated the following:
- **Aims** – what was the project trying to accomplish?
- **Measurement** – Was there demonstrable improvement? At a minimum, a baseline and two follow-up measurements are required.
- **Ideas** – What changes were made that will result in an improvement?

A basic quality improvement guide is available to provide physicians with information on the principles of quality improvement. Email pedsMOC@iu.edu to request a copy.

This form and supporting documents should be submitted to pedsMOC@iu.edu. Supplemental information can be included with this application, but will not be accepted in lieu of original, thoughtful, detailed, complete, and written responses to each question.

Application Form
For Already Completed Small Team QI Project for MOC IV Credit

Completed Quality Improvement Project Title:

Name of Applicant:
Where did this project take place? – Practice name or department name, address, type of setting

Phone:

Email:

Start date of the project:

End date of project:

Date of Application:

**Project Description**

In the boxes below please provide a thoughtful, original response to each question.

1. Describe the quality gap or issue that was addressed by this QI project. The quality gap is the difference between processes or outcomes observed in a setting and those that are potentially obtainable based on current professional knowledge. The difference should be attributable (in whole or in part) to a deficiency in the setting that could be addressed by this project. For example: Wait times in the emergency room are persistently high, resulting in unacceptable rates of patients leaving before being seen.

2. What caused this gap? For example: Slow registration process, inadequate space in the emergency room, inadequate nursing staff.

3. What was the specific aim of the QI project? Strong aims are specific, measurable, achievable, realistic and have a time frame.

4. What actions were taken to accomplish the improvement aim? For example: education, daily or weekly reminders, checklists, a registry, process flow redesign, etc.

5. Identify the specific measures evaluated in this project. If information was collected and reviewed for more measures than were relevant to this project, please exclude the irrelevant measures from your responses.

Attach a separate document (Table 1) with the following table filled out for each of the project measures. A measures table ensures each selected measure has all the necessary components.

<table>
<thead>
<tr>
<th>Measure Name</th>
<th>Goal</th>
<th>Exclusions</th>
<th>Unit of Measurement</th>
<th>Data Source</th>
<th>Data Reporting</th>
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Example project: BMI is measured at every well-child visit at 123 Pediatrics.

Measure Name: Proportion of Children with BMI documented in the chart

Goal: 90%

Exclusions: Sick visits

Unit of Measurement: kg/m²
6. Was baseline data collected? Circle/highlight one: Yes No

After baseline data was collected, how many improvement cycles (follow-up measurements) were conducted? The ABP requires multiple cycles of data collection and reporting. A minimum of baseline and two follow-up measurements. For example: collect baseline data, implement a change, re-measure, implement another change, measure again, or baseline, implement a change, re-measure and sustain.

7. What were the results of the project? Display results in the form of an attached run chart or control chart (Chart 1). Provide de-identified team results in graph form.

8. Were there regular meetings with the improvement team? Circle/highlight one: Yes No

9. How many months were physicians required to be actively involved in order to receive MOC Part 4 credit?

10. How many meetings were physicians required to attend and actively participate in to receive MOC Part 4 credit?

11. What education was required of physicians to receive MOC Part 4 credit? For example, physicians might complete 2-4 modules in the IHI open school or the EQUIP module by AAP.

12. Is there a plan to turn this project into scholarship? If so, what are those plans?

13. What was learned from this project?

14. How will the learning from this project be used to inform your practice?

15. What education in quality improvement was completed as part of this project? At least two learning events covering a QI topics are required to meet criteria for meaningful participation.

**Physician Attestation**

Please note credit will only be awarded to those who attest to their participation on this application prior to submission. Submit the application only after all physicians have completed the meaningful participation question. Physician meaningful participation is defined by the ABP as involving both an active role in the project and participation over an appropriate period of time. A maximum of 10 physicians can attest in this application which is for previously completed small group projects.

For MOC purposes an active role means the pediatrician must:
- Be intellectually engaged in planning and executing the project.
- Implement the project's interventions (the changes designed to improve care).
- Review data in keeping with the project's measurement plan.
- Collaborate actively by attending team meetings.

For each pediatrician, attach a document that includes a one paragraph summary of how the physician participated in this project and summarizes the most important successes and difficulties the physician
encountered in this project. The ABP ID number is located on each page after the participant logs into their ABP portfolio.

List the names of the 1-10 pediatricians attesting to active participation in the table below.

**Physician Attestation Table for a Completed Small Group Project**

<table>
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<tr>
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Email this Completed Small Project Application form along with attachments to: [pedsMOC@iu.edu](mailto:pedsMOC@iu.edu)