Interview tool: QIT information and function sheet *(Ver. November 2013)*

#	Questions	Brief explanation	Collected information				Scoring scale		
							0	*1*	*2*
1	When QIT is established or reorganized?	Ask month and year of the establishment/reorganize of QIT	Month…………………Year……………..				Not established	On the process of establishment	Established
2	Is there financial/material support from RHMT/CHMT/HMT in terms 5S-KAIZEN implementation?	Ask type of supports QIT is getting from RHMT/CHMT/HMT	☐ Financial support ☐ Permanent budget allocation ☐ Occasionally budget allocation ☐ Material support ☐ Not supported				No support	Material support	Financial support
3	How many members are in QIT and what is the composition of QIT?	Total number of QIT members and its composition should be asked for checking the balance of composition.	Doctor / Assitant Medical Officer / Clinical Officer / Nurse / Laboratory technician / X-Ray / Pharmacist / Administration staff / Medical Attendant				Not multidisciplinally		Multidisciplinally
4	How is the position of QIT in the hospital organization?	Ask working relationship with HMT and what kinds of power/authorization are given to QIT	☐ Integrated in hospital organogram ☐ Not in hospital organogram but recognized ☐ Not well recognized				Not well recognized	Not in hospital organogram but recognized	Integrated in hospital organogram
5	How many staffs are trained on 5S-KAIZEN out of xx staff?	Target group and number of people trained on 5S-KAIZEN-TQM Approaches should be asked. Please do not forget to ask total number of staff working in the hospital	☐ 5S: …………staff trained out of ………. ☐ KAIZEN: …………staff trained out of ……….				Not trained	Some trained	Many trained
6	How many areas are implementing 5S/KAIZEN out of xx department/section?	Ask department and sections are implementing 5S-KAIZEN. It is also important to ask establishment of WIT. Please do not forget to ask	☐ 5S: ………areas implementing out of …… ☐ KAIZEN: ………areas implementing out of ……				Less than 30 % of total	31 - 60% of total	More than 60% of total

	department/section?	total number of department/section.	☐ WIT: ………areas established			
7	Did QIT developed own roles and responsibilities?	Ask briefly about main roles and responsibilities of QIT. If it is in written format, ask them to give a copy	☐ Developed, written, shared with all hospital staff ☐ Developed but known by limited personal ☐ No clear ToR developed for QIT members	No clear ToR developed for QIT members	Developed but known by limited personal	Developed, written, shared with all hospital staff
8	How often QIT meeting is conducted?	Ask frequency of QIT meeting and how minute of meeting is recorded and kept	☐ Once a month, ☐ Once in three months, ☐ Scheduled but not regularllly ☐ Not conducted	Not conducted	Scheduled but not regular	Regular
9	How often QIT meet with HMT?	Ask frequency of meeting with HMT.	☐ Every week, ☐ Every month, ☐ Every quarter, ☐ Scheduled but not regularllly ☐ Not conducted	Not conducted	Scheduled but not regular	Regular
10	How often QIT meet with WITs?	Ask frequency of meeting with WIT.	☐ Every week, ☐ Every month, ☐ Every quarter, ☐ Scheduled but not regularllly ☐ Not conducted	Not conducted	Scheduled but not regular	Regular
11	How often QIT is conducting internal monitoring to departments/sections?	Ask frequency of monitoring and method of monitoring (Checklist, coaching, pictorial records etc.)	☐ Every week, ☐ Every month, ☐ Every quarter, ☐ Scheduled but not regularllly ☐ Not conducted	Not conducted	Scheduled but not regular	Regular
12	How often internal evaluation is conducted?	Ask frequency of evaluation and method of evaluation (Checklist, coaching, pictorial records etc.)	☐ Every quarter, ☐ Every 6 months, ☐ Once a year ☐ Not conducted	Not conducted	Scheduled but not regular	Regular
13	Does hospital develop action plan for implementation of 5S-KAIZEN?	Ask progress of implementation of action plan. If delay of implementation is reported, ask the reason of delay.	☐ Yes developed and follows ☐ On the process of development ☐ Not developed	Not developed	On the process of development	Yes developed and follows
14	Does hospital review action plan periodically?	Ask action plan revised periodically or not.	☐ Yes revised periodically ☐ Yes revised occasionally ☐ Not revised	Not revised	Yes revised occasionally	Yes revised periodically
15	Does QIT have own office and equipment?	Ask availability of QIT office where QIT can work on QIPs.	☐ Yes, established with appropriate equipment ☐ Planed to have QIT office ☐ Not established	Not established	Planned	Yes, established with appropriate equipment
16	Does QIT have opportunity to up-date their knowledge and skills?	Ask opportunity to up-date knowledge and skills on QI.	☐ Regular ☐ Occasionally ☐ No opportunity	No opportunity	Occasionally	Regular
	Does QIT conduct briefing/training for all	Ask about in-house training	☐ Training conducted	No training	No training	

#	Question	Interview guide	Options			
17	briefing/training for all carders of hospital staff?	Ask about in-house training activities.	☐ No training but briefing ☐ No training and briefing	No training and brifing	No training but breifing	raining conducte
18	How are QI activities recorded and kept?	Ask about record keeping methodologies on QI activities.	☐ Record kept by responsible WIT and copied to QIT ☐ All record kept by QIT only ☐ Record kept by responsible WIT only ☐ No record kept	Not recorded	Records kept with WIT only	All records kept by QIT
19	Does QIT update information of 5S corner periodically?	Ask about establishment and update of 5S corner.	☐ Established and Regular updated ☐ Established but not updated ☐ No establishment	Not established	Established but not shared	Established and Regular updated
20	Does QIT compile annual QI activities and share with HMT and all hospital staff?	Ask about compilation of annual QI activities in the hospital (report, presentation etc.)	☐ Compiled and shared ☐ Compiled but not shared ☐ Not compiled	Not compiled	Compiled but not shared	Compiled and shared
21	What kind of challenges QIT is facing regarding the implementation of 5S-KAIZEN?	Ask any difficulties QIT is facing regarding the implementation of 5S-KAIZEN. It is also important to ask countermeasures they are taking to solve those issues.	· …………………………………………….........… · ………………………………….… · ……………………………………………. · ………………………….… · ………………………………………………… · ……………………….… · ………………………………………………. · …………………………. · …………………………………………….…… · …………………….… · ………………………………………………. · ………………….…			

* Information below should be updated everytime

Hospital number	
Phone number	
MO/IC, Administrator	
Name	
Phone number	
E-mail	
QIT Focal person	
Name	
Phone number	
E-mail	