

## Quality Improvement Log

To: Quality Coordinator

<b>Improvement Report</b>
Activity / Department to which this report applies: .....
<u>Description of possible improvement v/s present practice:</u> ..... ..... .....
Initiated by: ..... Position: ..... Date: .....

<b>Investigation Results</b>
..... ..... .....
By: ..... Position: ..... Date: .....

<b>Recommendation</b>
..... ..... .....
Target date for implementation (where required): .....
Assigned to: ..... Position: ..... Date: .....
Approved by: ..... Position: ..... Date: .....

<b>Implementation</b>
By: ..... Position: ..... Date completed: .....

<b>Follow-up Verification</b>
..... .....
<u>Improvement confirmed as (not)* taken and (not)* effective [* delete as required]</u>
By: ..... Position: ..... Date: .....

Send copy of completed report to initiator