

# Quality Assurance Plan for [YOUR COMPANY]

Tax ID# \_\_\_\_\_

## Section I. Budget

The yearly implementation budget is as follows:

- |   |          |
|---|----------|
| 1. Quality assurance officer              | \$ _____ |
| 2. Quality assurance folder/documents     | \$ _____ |
| 3. Quality assurance software             | \$ _____ |
| 4. Quality assurance staff training       | \$ _____ |
| 5. Quality assurance rules implementation | \$ _____ |

## Section II. Implementation Strategy

There are three phases to our strategy. The phases are Awareness, Operational Assessment, and Development & Testing.

### 1. Awareness

We are committed to obeying both the letter and the spirit of the standards of our professional organization and the standards of this facility's Quality Assurance standards. In order to meet this goal we have QA officer who is trained and in charge of our quality plan. Their duties are to oversee all performance and operations, train all staff on quality, and handle discipline regarding violations. In addition, we have a yearly budget set aside for continuing education.

### 2. Operational Assessment

We have examined our clinical treatment systems, patient satisfaction ratings, outcomes, and documents and certify that it does meet with all industry standards. Our staff have been tested both through written and demonstration of their skills and been found in compliance. The quality and organization of our internal files have been examined by the Quality Assurance officer who certifies all systems as compliant. All internal implementation issues have been resolved and policies and procedures are being followed to the letter.

### 3. Development & Testing

Development and testing is ongoing as we upgrade our system to keep current with all changes to Quality standards and improvement in treatment regimens. Staff training by the Quality Officer occurs every Monday morning during which time the staff is free to make suggestions or raise concerns on quality/satisfaction compliance. In addition the Quality Officer and/or staff attend quality and outcomes training sessions by outside vendors annually.