Sample Staffing Committee/Council Quality Improvement Audit Tool

1. The Staffing Committee/Council high functioning?						
Score:	0	1	2	3	4	5
Score 0	Staffing Committee/Council structure still in in development stage.					
Score 1	There is a Staffing Committee/Council; structure is in place, initial action plan being created					
Score 2	There is a Staffing Committee/Council; structure is in place, initial action plan complete, no action items completed					
Score 3	Staffing Committee/Council in place; structure in place, initial action plan complete, action items in progress					
Score 4	Staffing Committee/Council in place; structure in place, initial action plan complete, action items in progress, and action plan is being reviewed and updated with new and completed action items each monthly meeting					
Score 5	Staffing Committee/Council in place; structure in place, initial action plan complete, action items in progress, action plan is being reviewed and updated with new and completed action items each monthly meeting, data demonstrates improved workload and staffing satisfaction.					

2. Does the work of the Staffing Committee/Council demonstrate a clear balance of frontline staff and administrative staff contribution and authority?						
Score:	0	1	2	3	4	5
Score 0	Unequal balance of attendance and contributions within Committee/Council.					
Score 1	The Committee/Council structure has 50/50 membership, but contributions and efforts are driven only by an administration leader.					
Score 2	The Committee/Council structure has 50/50 membership, is co-led by administration and a frontline staff member, but the agenda is drafted and driven by administration only.					
Score 3	The Committee/Council structure has 50/50 membership, is co-led by administration and a frontline staff member, and the agenda is drafted by both co-leads equally.					
Score 4	The Committee/Council structure has 50/50 membership, is co-led by administration and a frontline staff member, the agenda is drafted by both co-leads equally, and both co-leads have equal contributions in conducting the meetings.					
Score 5	The Committee/Council structure has 50/50 membership, is co-led by administration and a frontline staff member, the agenda is drafted by both co-leads equally, and both co-leads have equal contributions in conducting the meetings.					

3. Is the action plan and efforts of the Staffing Committee/Council addressing current workload and staffing concerns of the workforce?						
Score:	0	1	2	3	4	5
Score 0	Action plan and Committee/Council efforts are not consistent with concerns of the workforce					
Score 1	Some items outlined on the action plan are consistent with expressed workforce concerns					
Score 2	All items on the Committee/Council action plan are aligned with the concerns of the workforce but action item efforts have not successfully addressed the issues					
Score 3	All items on the Committee/Council action plan are aligned with the concerns of the workforce and action item efforts have successfully addressed some of the issues					
Score 4	All items on the Committee/Council action plan are aligned with the concerns of the workforce and action item efforts have successfully addressed issues of named as high priority by the workforce					
Score 5	All items on the Committee/Council action plan are aligned with the concerns of the workforce, action item efforts have successfully addressed issues named as high priority by the workforce, and the Committee/Council actively solicits new action item priorities from the general workforce.					

4. Does the Staffing Committee/Council action plan specify appropriate timelines and accountability for addressing items and implementation of new processes?						
Score:	0	1	2	3	4	5
Score 0	Action plan of Committee/Council is still being developed					
Score 1	Action plan is created however no specific timelines have been established and no formal process to assign accountability for projects/processes is in place					
Score 2	Action plan is created, and timelines have been established but no formal process to assign accountability for projects/processes is in place					
Score 3	Action plan is created, timelines have been established, and a formal process to assign accountability for projects/processes is in place and assignment of accountability has been established					
Score 4	Action plan is created, timelines have been established, and a formal process to assign accountability for projects/processes is in place and assignment of accountability has been established in a manner that provides equal contribution and authority to administrative members and frontline staff members.					
Score 5	Committee members clearly understand support the action plan; timelines and accountabilities are embedded in the plan; there is a clear plan for ongoing assessment of any new programs/processes implemented; staff are well informed and held accountable for following any new program/process implemented					

5. Are outcomes of the Staffing Committee/Council action plan efforts appropriately assessed and evaluated post implementation?						
Score:	0	1	2	3	4	5
Score 0	No evaluation process is currently in place					
Score 1	There is a process for evaluating processes and action items implemented. The process is not regularly followed for review and evaluation for effectiveness					
Score 2	There is a process for evaluating processes and action items implemented. The process is regularly followed for review and evaluation for effectiveness and outcomes have not been effective in addressing workload and staffing concerns and issues of the workforce.					
Score 3	There is a process for evaluating processes and action items implemented. The process is regularly followed for review and evaluation for effectiveness and outcomes have been reasonably effective in addressing workload and staffing concerns and issues of the workforce.					
Score 4	There is a process for evaluating processes and action items implemented. The process is regularly followed for review and evaluation for effectiveness and outcomes have demonstrated a high level of effectiveness in addressing workload and staffing concerns and issues of the workforce.					
Score 5	There is a process for evaluating processes and action items implemented. The process is regularly followed for review and evaluation for effectiveness and outcomes have demonstrated a high level of effectiveness in addressing workload and staffing concerns and issues of the workforce. The Staffing Committee/Council action plan efforts builds on previous action plan item successes.					