UPMC Wolff Learning Academy
Quality Improvement Fundamentals
Certificate of Completion Tracker

Participant Name: _____

TRACKING TOOL

This document is a tool participants can use to track UPMC Wolff Learning Academy Quality Outcomes Essentials Certificate of Completion requirements.

Course Title (estimated time of completion)	Completed
Principles of Quality and Safety (25 min)	
Lean Fundamentals (25 min)	
Assessing the Current State (25 min)	
Building the Right Team (25 min)	
Data for Quality Improvement (25 min)	
Plan-Do-Study-Act (PDSA) Cycles (25 min)	
Human Factors Design (25 min)	
Sustaining Change (25 min)	
Storytelling: Making Your QI Presentation Your QI Story (25 min)	
Assessing the Current State Workshop (2 hours)	
Connecting the Dots with Data: Introduction to Quality Data Analysis Workshop (2 hours)	
Legos: Lessons from Lean (2 hours)	
Tackling Quality Improvement Using Plan-Do-Study-Act Cycles and Human Factors Design (2 hours)	
Date of final completion / submitted for verification	

SUBMITTING COMPLETION REQUIREMENTS FOR VERIFICATION

When all program requirements have been met, submit your program completion through this link. You will be asked to sign into your UPMC organizational account with your UPMC email and network password to attest that you have completed all program requirements. If you are not set up for remote access, it is recommended you submit program completion from an on-site UPMC computer.

You will *not* be required to upload this tracking form.

Once program completion is verified, your completion status will be uploaded into HR Direct Learning where your successful completion will be displayed on your Learning transcript as *UPMC Wolff Learning Academy Quality Improvement Fundamentals Certificate of Completion.*

Verification of program requirements and uploading into Learning will occur during the first week of each month.

QUESTIONS

For questions, contact WolffLearningA@upmc.edu.