

310.11**Quality Improvement (QI) Contact Guidelines****Qualifications and Requirements**

Qualifications The Quality Improvement (QI) contact must be the WIC Coordinator or licensed health professional.

Desirable skills The following skills are desirable:

- Knowledge of quality improvement tools and resources,
- Knowledge of evaluation methods,
- Computer skills including word processing and/or data entry

Travel requirements Travel to outlying clinic sites may be required. Driving responsibilities and transportation scheduling are determined at each agency.

Supervision of the Quality Improvement contact The Quality Improvement contact is responsible to either the the agency's WIC program coordinator and/or clinic manager, and may receive technical assistance from agency professional staff and staff at the State WIC office.

Responsibilities

- Responsibilities** The Quality Improvement contact must:
- Regularly review all components of the local WIC program with the responsibility of identifying steps to increase program efficiency and effectiveness.
 - Investigate problems and/or issues which are identified through quality improvement activities in a timely and efficient manner using appropriate quality improvement tools.
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