SEATTLE CHILDREN'S HOSPITAL MAINTENANCE OF CERTIFICATION PROGRAM • PROJECT LIFECYCLE

**PROJECT DEVELOPMENT & APPLICATION**
- **Individual**
  - Contacts MOC Program with project idea
- **Program Coordinator**
  - Orients individual to MOC Program and application process
  - Determines need for pre-meeting with Program Director
- **Project Leader**
  - Reviews MOC Toolkit
  - Registers on MOCap
  - Completes Enrollment Form and Pre-Participation Survey
- **Project Leader**
  - Submits Project Application draft for review via MOCap

**PROJECT APPROVAL**
- **Program Director**
  - Provides pre-review feedback to Project Leader on Project Application draft
  - Determines if further revision needed
  - Discusses participation fee for community partner site projects (non-SCH, non-CUMG physicians)
- **Program Coordinator**
  - Sends Project Application draft to SCH MOC Program Committee for review
  - Provides Project Leader with Application Presentation PowerPoint template
- **Project Leader**
  - Prepares and submits Application Presentation PowerPoint template
  - Submits revised Project Application to MOCap
- **SCH MOC Program Committee**
  - Approves Project Application
  - Requests revisions before Project Kick-Off
- **SCH MOC Program Committee**
  - Approves Project Application
  - Determines need for Pre-Participation Survey on MOCap
- **SCH MOC Program Committee**
  - Rejects Project Application

**PROJECT PLANNING & RECRUITMENT**
- **Project Leader**
  - Makes any requested revisions to Project Application
  - Establishes project timeline
  - Sets Kick-Off Meeting
  - Recruits team members
  - Submits revised Project Application via MOCap
- **Project Leader**
  - Submits team member names to Program Coordinator
- **Program Coordinator**
  - Sends Project Application to SCH MOC Program Committee for review
  - Provides Project Leader with Application Presentation PowerPoint template
- **Project Leader**
  - Prepares Organizational and/or Kick-Off PowerPoint template for first meeting(s) to MOC Qi Coach for review
  - Submits revised Project Application to SCH MOC Program Committee
  - Submits team member names to SCH MOC Program Committee
- **SCH MOC Program Committee**
  - Approves Project Application
  - Requests revisions before Project Kick-Off
  - Determined need for Organizational Meeting before Kick-Off Meeting
  - Revises Project Application per Program Director’s suggestions
  - Submits revised Project Application to SCH MOC Program Committee
- **Program Coordinator**
  - Provides feedback to Project Leader
  - Determines need for Organizational Meeting before Kick-Off Meeting
  - Orients individual to MOC Program and application process
  - Submits team member names to SCH MOC Program Committee
  - Submits revised Project Application to SCH MOC Program Committee
- **Team Members**
  - Accept invitation to Organizational and/or Kick-Off meeting
  - Complete Enrollment Form and Pre-Participation Survey on MOCap
  - Pay participation fee, if required

**PROJECT IMPLEMENTATION & PDCA CYCLES**
- **Program Coordinator**
  - Reviews Participation Plans
  - Forwards Participation Plans to Project Leader
- **Project Leader**
  - Reviews and approves Participation Plans
  - Forwards approvals to Program Coordinator
  - Prepares Progress Report PowerPoint for PDCA meeting(s)
- **Program Coordinator**
  - Reviews Physician Attestations
  - Forwards Physician Attestations to Project Leader
- **Project Leader**
  - Reviews and approves Physician Attestations
  - Forwards approvals to Program Coordinator
  - Prepares Progress Report PowerPoint for PDCA meeting(s)
- **Team Members**
  - Attend PDCA/Progress Report Meeting(s): review run chart/data, assess interventions, review barriers/successes
  - Number of PDCA meetings determined by Project Leader

**PROJECT ATTESTATION**
- **Project Leader**
  - Prepares Attestation PowerPoint for Attestation Meeting
  - Forwards Attestation PowerPoint to Program Coordinator
- **Team Members**
  - Attend mandatory Attestation Meeting, share learning, discuss sustainability and spread
  - Complete Physician Attestation and Post-Participation Survey on MOCap
- **Program Coordinator**
  - Reviews Physician Attestations
  - Forwards Physician Attestations to Project Leader
- **Project Leader**
  - Reviews and approves Physician Attestations
  - Forwards approvals to Program Coordinator
  - Prepares Progress Report PowerPoint for PDCA meeting(s)
- **MOC Program**
  - Approves Physician Attestations
  - Submits Attestations on behalf of participants to Certifying Boards, 25 Part 4 MOC credits awarded for each project

**PROJECT RENEWAL**
- **Project Leader**
  - Reviews revised Project Application
  - Makes recommendation for revisions or makes recommendation for approval to SCH MOC Program Committee
  - Approves project renewal as is or with revisions before Kick-Off
- **Program Director**
  - Reviews revised Project Application
  - Makes recommendation for revisions or makes recommendation for approval to SCH MOC Program Committee
  - Approves project renewal as is or with revisions before Kick-Off
- **MOC Program Committee**
  - Approves project renewal as is or with revisions before Kick-Off
  - Revises Project Application per Program Director’s suggestions
  - Submits revised Project Application to SCH MOC Program Committee
  - Accepts invitation to Organizational and/or Kick-Off meeting
  - Complete Enrollment Form and Pre-Participation Survey on MOCap
  - Pay participation fee, if required

**Organizational Meeting Needed • Ready for Kick-Off Meeting**