PAL 2026 Education Quality Improvement Project Schedule

1. By **Friday, April 10**, please submit via e-mail (jchae@metrohealth.org, Dixie.Aragaki@va.gov and aschnappinger@physiatry.org) a **2-Page** outline of your project including the following:
   a. Title
   b. Your onsite supervisor/mentor and their contact information (an external mentor will be assigned to you as well)
   c. Plan: Identify an area of your practice/department/program, focused on our **Education theme**, that needs improvement. Describe the current circumstances, relevant data that support this is a problem, and any pertinent background at your institution. State the ultimate goal you hope to achieve.
   d. Do: Describe the desired outcomes and the requirements needed to achieve them. What changes will you implement. What other key individuals (besides your internal and external mentors) will assist with your project.
   e. Study: Describe the measurements you will use to assess the success of the plan
   f. Act: What changes in your practice/department/program do you anticipate as a result of this project.

   Please remember that the process of doing the project is as important as the eventual project outcome. Choose a project that can be **completed within 6 months** in time for the 2027 AAP meeting, February 16 – 20, 2027. Please select an **on-site mentor** based on the subject, content, and the potential support needed for completion of the project. The project should not be an overly onerous time commitment for you or your onsite mentor. Please contact John Chae, Dixie Aragaki and/or Amy Schnappinger if you need more input on the type of project. Sample projects will be available on the AAP site, and you can also visit the ABPMR site for examples of a variety of QIPs.

2. Proposals will be reviewed, and feedback will be provided as appropriate by **Friday, May 22.** You will also receive your **external AAP mentor** assignment at this time.

3. Once your proposal has been approved, please reach out to your **external AAP mentor**. You should be in contact with your **external AAP mentor** on a quarterly basis or so to discuss **focus/*process*** issues related to your project. Your **on-site mentor** will be a very important resource and appropriate individual to discuss ***content/operational*** issues.

4. You will be initiating your quality improvement project, planning, collecting data, analyzing trends, etc. for the following 6 months (June – December 2026).

5. A **single PowerPoint slide of a poster** summarizing your project will be due to Drs. Chae and Aragaki and Amy at the AAP office by **Friday, December 11, 2026.** Please ensure, as you put together your poster for presentation, that you have discussed the poster with your internal and external mentors before submitting for review. In addition, recognize both the internal and external mentor as a contributor/author on the poster, at the top of the poster, along with your other authors/contributors.

6. You will each bring your poster to Long Beach, and all poster presentations will be mounted on Poster Boards at our PAL Reception/Dinner, so that your fellow PAL participants, as well as the PAL Faculty, Mentors and Alumni can review each presentation. We will also select **4 projects to be presented orally** at the meeting in a "**Poster Grand Rounds**" format (6-minute presentations and 5-minute Q&A). Those selected to present will be notified by January 25, 2027.

2026 PAL Education Quality Improvement Project Timeline:

Starting March 2026   Explore potential project ideas (content) and **i**dentify your on-site

(internal) mentor

April 10, 2026   2-Page Quality Improvement Project proposal due (though sending in sooner

will get a response sooner 😊)

May 22, 2026   Suggestions and approval of your proposal sent to you along with your assigned

external mentor and their contact info

June 2026   Contact your **external AAP mentor** to discuss project (process)

June– Dec. 2026   Complete quality improvement project, with periodic updates to/feedback from

your internal and external mentors

December 11, 2026   Single PowerPoint slide of your quality improvement project poster due

January 25, 2027   4 presenters selected for Poster Grand Rounds will be notified

Feb 16-20, 2027   PAL Course @ AAP Meeting, Long Beach, CA