

# Quality Improvement Plan

Develop a QI plan to provide structure and timelines to guide your team through quality improvement activities.

**Tip:** To support your practice team with implementing quality improvement activities, refer to the **EMPHN Quality Improvement Learning Module**: [www.emphn.org.au/quality-improvement](http://www.emphn.org.au/quality-improvement)

## Goal: What are you trying to accomplish?

**Tip:** Create a **SMART** goal (Simple, Measurable, Achievable, Realistic and Timely). How good do you want to be and by when?

## Measure: What data will you use to track your improvement journey?

**Tip:** Consider how you will use the EMPHN practice report and POLAR to capture the data needed to measure your activities undertaken. Refer to **Appendix A** to record your data throughout your improvement journey.

## Activities/Ideas: What changes will you make that will lead to an improvement (small steps)?

**Tip:** Capture a list of practical steps to undertake and test using PDSA cycles. Refer to **Appendix B** for a PDSA template to record your activities.

Activity/Ideas	Date Completed	Notes



## Appendix B

### PDSA Template

**Activity/Idea:**

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**PDSA Cycle:**

**Plan:** What exactly will you do? Include what, who, when, where, prediction and date to be collected.

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**Do:** Was the plan executed? Document any unexpected events or problems.

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**Study:** Record, analyse and reflect on the results.

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**Act:** What will you take forward from this cycle? (What is your next step/PDSA cycle?)

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