

QI Activity

Quality Improvement Plan

Quality Improvement Activity Topic

What is your identified area of improvement work and why are you doing this work?

Provide a background and the reason why you have chosen to undertake this work.

Example: Why have you chosen the priority area (e.g. diabetes management) and how will this work make an improvement to your practice or to your patients.

Quality Improvement Goal

What are you trying to accomplish?

Outline what you are planning to do by developing a **SMART** goal (Simple, Measureable, Achievable, Realistic and Timely)

Example: How good to you want to be and by when?

Quality Improvement Measures

How will you track your journey and know that a change is an improvement?

What data reports do you have access to and plan to use? How will they be used? Will you be using a data extraction tool?

Activities	
What activities do you plan to undertake that will lead to an improvement? – small steps/ideas	
Activity 1	Date To be completed
Activity 2	Date To be completed
Activity 3	Date To be completed
Activity 4	Date To be completed

Recording QI Activities

How will you record your QI activities such as PDSAs?

Example: Spreadsheet, paper records

Intended Outcomes	
What outcomes do you expect as a result of this quality improvement activity? Example: Improved team work, improved coding, improved processes	
1.	
2.	
3.	

Identify The Lead Team At Your Practice Who Will Be Responsible To Drive The Quality Improvement Work	
Lead Name	Roles/Responsibilities
1.	
2.	
3.	

Budgeting And Staff Time	
Identify budget required (if any) and staff time (protected time) needed to complete improvement activities	
1.	
2.	
3.	

Risk Management
Think about any potential risks or challenges that you may encounter undertaking this improvement activity. What is the likelihood of this occurring and how may you address this? Example: resistance from other team members, lack of time to undertake activities

Communication Plan

How do you plan to communicate with the team what activities you plan to undertake?
Example: Via staff notice board, online communication, staff meetings

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Principal Sign Off

Once this plan is complete, ask your practice principal to approve this improvement activity

Date:	Name:
Role:	Signature: