### Model for Improvement and PDSA template

#### Part 1: The thinking part – The three fundamental questions

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| --- | --- | --- | --- | --- | --- |
| Practice Name: | | | | Date: | |
| Team Members: | | | | | |
| **GOAL**  Q1: What are we trying to accomplish? | | | | | |
| By answering this question, you will develop your GOAL for improvement. It important to use a S.M.A.R.T (**S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime bound) goal that clearly states what you are trying to achieve. | | | | | |
|  | | | | | |
| **MEASURE**  Q2:How will we know that a change is an improvement? | | | | | |
| By answering this question, you will determine what you need to measure in order to monitor the achievement of your goal. Include how you will collect your data (e.g. clinical software, data extraction tool, patient surveys etc). Record and track your baseline measurement to allow for later comparison. | | | | | |
|  | | | | | |
| **Baseline Measurement:** | |  | **Date:** | |  |
| **Ideas**  Q3: What changes can we make that will result in improvement? | | | | | |
| By answering this question, you will generate a list of **IDEAS** for possible changes you could implement to assist in achieving your S.M.A.R.T. goal. You will test these ideas using part 2 of this template, the Plan, Do, Study, Act (PDSA) cycle. | | | | | |
| IDEA: |  | | | | |
| IDEA: |  | | | | |
| IDEA: |  | | | | |
| IDEA: |  | | | | |

Note: each new GOAL (1st fundamental question) will require a new MFI plan

#### Part 2: The doing part – Plan Do Study Act (PDSA) – sample

You will have noted your IDEAS for testing when you answered the 3rd fundamental question in Part 1. You will use this template to test an idea. Each idea may need more than one PDSA to fine tune the plan before you consider implementing on a broader scale.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **IDEA**  Record the change idea you are testing | | | | | | | |
| From your ideas (activities) your team has listed (in MFI thinking part Q3) which idea are you going to test using a PDSA? | | | | | | | |
| Idea Number: | | | | | | | |
| **PLAN**  Briefly describe what exactly you will do to test your idea | | | | | | | |
| Record **who** will do what; **when** they will do it (day, time etc) and for **how** long (1 week, 2 weeks etc); and where (if applicable); the data to be collected; and **predictions** about the outcome. | | | | | | | |
| **Predictions:** | | | | | | | |
| List the steps necessary to complete this activity | | | | Person responsible | | When  (due date) | Was this step completed? |
| 1. | | | |  | |  |  |
| 2. | | | |  | |  |  |
| 3. | | | |  | |  |  |
| 4. | | | |  | |  |  |
| 5. | | | |  | |  |  |
| **DO**  Was the activity carried out as planned? Yes  No, if not why? Document observations. | | | | | | | |
|  | | | | | | | |
| **STUDY**  Record, analyse and reflect on results. Did the results match your predictions? | | | | | | | |
| Detail any **barriers** that your clinic encountered and list your key findings | | | | | | | |
|  | | | | | | | |
| **Reflect on the Activity:** detail the differences between your baseline data and this activity’s results: | | Baseline measurement: | | | What was the end of activity measurement? | | |
| \_\_\_% | | | \_\_\_% | | |
| Communicate the results of your activity with your whole team. Celebrate any achievements, big or small. | | | | | | | |
| **ACT**  Did this activity meet your stated goal? In the table below, select either Adopt, Adapt or Abandon | | | | | | | |
| Tick one | Description | | Details | | | | |
| Adopt | Select changes to implement on a larger scale and develop an implementation plan and plan for sustainability. | |  | | | | |
| Adapt | Improve the change and continue testing plan.  What will be next PDSA cycle? | |  | | | | |
| Abandon | Discard this change idea and try a different one. | |  | | | | |

#### Part 2: The doing part – Plan Do Study Act (PDSA) – Template sample 2

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| --- | --- | --- | --- | --- | --- |
| **Date:** | | | | | |
| **Plan** | | | **Do** | **Study** | **Act** |
| Idea No. | PDSA Cycle No. | Plan the test | Do the test | Analyse the results | Make a plan for next step |
| List idea number | List PDSA number | **How** will we run this test? **Who** will do it and when? **What** will we measure? | Was the plan completed? Document any barriers | Compare results to predictions made and reflect on what you have learnt. | Adopt  Adapt  Abandon |
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|  |  |  |  |  |  |
| Other findings: | What other findings came from testing these ideas? | | | | |
| Summary: | What was your overall summary and reflections | | | | |