

Model for Improvement and PDSA template

Part 1: The thinking part – The three fundamental questions

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 (Specific, Measurable, Achievable, Relevant, Time 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.

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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
<input type="checkbox"/> Adopt	Select changes to implement on a larger scale and develop an implementation plan and plan for sustainability.	
<input type="checkbox"/> Adapt	Improve the change and continue testing plan. What will be next PDSA cycle?	
<input type="checkbox"/> Abandon	Discard this change idea and try a different one.	

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

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.	<input type="checkbox"/> Adopt <input type="checkbox"/> Adapt <input type="checkbox"/> Abandon
Other findings:	What other findings came from testing these ideas?				
Summary:	What was your overall summary and reflections				