[Insert Practice name or logo]

Guide to documentinga QI activity as a PDSA

**DEVELOP**

**MEASURES**

**IDENTIFY IDEAS**

**Question 1**

What are we trying to accomplish

and what will be the outcome?

*By answering this question, you will determine*

**the purpose of the plan**

**Question 2**

How will we know that a change is an improvement?

(i.e. How will you measure the change?)

*By answering this question, you will determine*

**what you hope to achieve**

**Question 3**

What do we plan to do that will result in an improvement?

What is the overall focus of the QI activity?

*By answering this question, you will determine*

**how you are going to do this**

**PDSA CYCLE**

**DEFINE THE  
QI ACTIVITY FOCUS  
OR SMART GOAL**

**THINKING PART**

**Step 1**

**PLAN**

* Describe the details of the plan  
  (who, what, when, where, how)
* What change are we testing?
* What are we predicating?

**DOING PART**

**Step 4**

**ACT**

* Adopt/adapt/abandon  
   the change?
* What action are we going to take?
* Are we ready to implement?
* What other process  
   might be affected  
   by this change?

**Step 2**

**DO**

* Carry out the plan
* Record data observations  
  and any modifications  
  to the plan

**Step 3**

**STUDY**

* Complete analysis
* Summarise new knowledge
* Compare findings to data to predictions
* Reflect and summarise on the  
  impact of the change