

Guide to documenting a QI activity as a PDSA

DEFINE THE QI ACTIVITY FOCUS OR SMART GOAL

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

DEVELOP MEASURES

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

IDENTIFY IDEAS

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

Step 1 PLAN

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

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

PDSA CYCLE

Step 3 STUDY

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