

## QI Activity Finishing Point

### Sustainability Checklist - Maintaining the Change

Cyclical nature of PDSAs: Adopt, adapt or abandon.	<ul style="list-style-type: none"> <li>• Adopt: Excellent work, embed the change.</li> <li>• Adapt: Determine if a change is needed to the plan and start a new PDSA.</li> <li>• Abandon: Rethink the next PDSA.</li> <li>• Lessons can be learned from PDSAs that are abandoned. Keep a record of learnings.</li> </ul>
Document your activity: Record your completed QI activity to meet PIP QI guidelines	<ul style="list-style-type: none"> <li>• Record your completion.</li> <li>• Documentation must be kept for six years for evidence of PIP QI if your practice is audited by the Department of Health, Disability and Ageing.</li> </ul>
Sustaining activity outcomes: Consider which practice documentation may need to be updated to include the change.	<p>Update relevant practice documentation:</p> <ul style="list-style-type: none"> <li>• Policy and procedure manual.</li> <li>• Specific task procedures.</li> <li>• Local signs or instructions.</li> <li>• Staff work practices.</li> <li>• Position descriptions.</li> <li>• Staff induction.</li> <li>• Staff skills development or education.</li> </ul>
Communication is key to finishing a successful activity.	<ul style="list-style-type: none"> <li>• Provide QI activity outcome feedback to staff.</li> <li>• Discuss the activity's strengths and challenges.</li> <li>• Provide feedback to patients, where appropriate.</li> <li>• Consider incorporating as part of your practice's preventative health care promotion activities.</li> </ul>
Celebrate success.	<ul style="list-style-type: none"> <li>• Celebrate your outcomes and achievements by sharing at a morning tea with your team.</li> <li>• Consider sharing your improvement activity efforts with your patients via practice newsletters, website or waiting room. For example, display 'run charts' to demonstrate change over time.</li> </ul>
Review and reflect.	<ul style="list-style-type: none"> <li>• Discuss the activity's strengths and challenges.</li> <li>• Annually review the PDSA outcomes to ensure the change is still being adhered to and completed.</li> <li>• Annually review and audit your data related to this activity. Identify gaps, areas for improvement and set new targets if needed.</li> <li>• Where to next on your continuous QI journey (CQI)?</li> <li>• Consider topics for a new CQI activity, and how your experience with this activity can help you to be more efficient and effective.</li> </ul>