

QI Activity Finishing Point

Sustainability Checklist - Maintaining the Change

Cyclical nature of PDSAs: Adopt, adapt or abandon.	<ul style="list-style-type: none"> Adopt: Excellent work, embed the change. Adapt: Determine if a change is needed to the plan and start a new PDSA. Abandon: Rethink the next PDSA. Lessons can be learned from PDSAs that are abandoned. Keep a record of learnings.
Document your activity: Record your completed QI activity to meet PIP QI guidelines	<ul style="list-style-type: none"> Record your completion. 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.
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"> Policy and procedure manual. Specific task procedures. Local signs or instructions. Staff work practices. Position descriptions. Staff induction. Staff skills development or education.
Communication is key to finishing a successful activity.	<ul style="list-style-type: none"> Provide QI activity outcome feedback to staff. Discuss the activity's strengths and challenges. Provide feedback to patients, where appropriate. Consider incorporating as part of your practice's preventative health care promotion activities.
Celebrate success.	<ul style="list-style-type: none"> Celebrate your outcomes and achievements by sharing at a morning tea with your team. 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.
Review and reflect.	<ul style="list-style-type: none"> Discuss the activity's strengths and challenges. Annually review the PDSA outcomes to ensure the change is still being adhered to and completed. Annually review and audit your data related to this activity. Identify gaps, areas for improvement and set new targets if needed. Where to next on your continuous QI journey (CQI)? Consider topics for a new CQI activity, and how your experience with this activity can help you to be more efficient and effective.