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| **Team name:** | | | | | | | |
| **Your problem/area for improvement** | | | | | | | |
| **What do you KNOW is contributing to your problem?** | | | | | | | |
| **What do you THINK Might be contributing to your problem?** | | | | | | **What data/tools/conversations could help you find out what’s really going on?** | |
| **Actions:** | | | | | | | |
| **What** | | **Who** | | **By when** | | **Other** | |
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| **Your aim statement:** | | | | | | | |
| **What** do you want to improve? |  | | | | | | * *Make sure you aim is ‘SMART’.* * *Make sure you aim has a numerical value and an end date e.g. “we want to increase uptake if Fi by 10% by March 2024.”* * *Sometimes you may need to take a slightly different perspective, so your aim is ‘owned’ by the team.* * *Ensure your aim is operationally defined.* * *Ensure everyone has a shared understanding of your aim.* * *You may need to modify your aim if you reach you goal more quickly than you expected.* |
| **For whom?** (population) |  | | | | | |
| **By how much**? (target) |  | | | | | |
| **By when**? (timeframe) |  | | | | | |
| **Your Team-** *Think about who needs to be involved and who can participate when required.* | | | | | | | |
| **Actively** | | | **Passively** | | | | * *What are you going to need and who can help you get hold of them? e.g., admin support, staff cover?* * *Who really understands the system that you are trying to improve so that you can work out what is causing the problem?* * *Who will be affected by the changes you are trying to make? Are they likely to stop you?* * *Who are the people who like to get involved with new ideas?* * *For all the above: do they need to be involved on a day-to day basis (actively) or kept up to speed (passively)?* |
| **Your outcome measures:** | | | | | | | |
|  | | | | | | *Outcome measure = progress towards the aim e.g.* ***Aim:*** *to increase uptake of FI by 20% in 6 months*  ***Outcome measure:*** *the percentage of service users that take up the offer of FI (per week/month)*  *Baseline outcome measure (before you test out any changes): the current percentage of service users that take up or decline the offer of FI.*  *Ongoing outcome measure: the percentage of service users that take up the offer of FI (per week/month).* | |
| **Your change ideas** | | | | | | | |
| **Change idea i.e., what you want to achieve** | | | | | **Associated measure (if needed)** | | |
| **1.** | | | | |  | | |
| **2.** | | | | |  | | |
| **3.** | | | | |  | | |
| **4.** | | | | |  | | |
| **5.** | | | | |  | | |
| **Your first PDSA cycle:** | | | | | | | |
| **Who has responsibility for this PDSA ?** | | | | | | | |
| **What are you hoping to find out?** | | | | | | | |

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| PLAN  (Complete when you are developing your improvement plan for this cycle) | What are you going to do? Who will be involved and how? When will it take place? How will it be done? What will you measure? What are your expectations? |
| DO  (Did)  (Complete once you have tested your improvement idea) | How did you implement the plan? Did you encounter any unexpected problems? Did you achieve any unexpected benefits? |
| STUDY  (Studied)  (Complete once you have reviewed your results) | What results did you achieve (add in your before and after data), Did they differ from your expectations? If so, how?  What have your learnt from this cycle? |
| ACT  (Acted)  (Complete when you finished testing your change idea and are planning your next improvement cycle.) | What action(s) will you now take to either: Refine and re-test your improvement idea? Implement and embed the change? Reject the idea and prepare to test a new one? |

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| **Your second PDSA cycle:** |
| **Who has responsibility for this PDSA ?** |
| **What are you hoping to find out?** |