|  |  |  |
| --- | --- | --- |
| **Project Title:** |  | |
| **Organization/Department:** |  | **Date of Report:** |
| **Team Lead/Members:** |  | |

Quality Improvement

PDSA Report

Describe the problem to be addressed. What is the current state? Why is this important?

**CURRENT PROBLEM**

What are we trying to accomplish? How will we know a change is an improvement? The AIM should be “SMART” (Specific, Measureable, Achievable, Relevant, and Time bound).

***Project key metric(s) and target(s):***

**PROJECT AIM**

**IMPROVEMENTS**

|  |
| --- |
| Change Concept(s):  # of PDSA cycles completed:  Changes Implemented: |

**RESULTS**

List key metrics used to evaluate process (from above) and show at least 3 data points (preferably 8+ data points) in data table or run chart.

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**PDSA Cycle #:**

**Plan:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Change Concepts:** *(Brief statement of your general change idea):* | | | | | | | |
| **Plan the Test of Change**: What change will we test? What do we need to try the change? | | Where will we test?  (Unit, Area, Charts) | | Who will perform the test? (Name or Role) | | When? For How Long?  (Times, dates—be specific) | |
|  | |  | |  | |  | |
| *What are our predictions about what will happen?* | | | | | | | |
| *Prediction 1* |  | | | | | | |
| *Prediction 2* |  | | | | | | |
| **Data Collection Plan for this Test of Change:** | | | | | | | |
| What key process measures are we seeking to improve in this test? | | | How will we collect data? (Checklist, Chart audit,) | | Who will collect the data? (Name or Role) | | Who will analyze/ summarize findings? (Name or Role) |
|  | | |  | |  | |  |
|  | | |  | |  | |  |

**Do:**

Carry out the plan. Record data, observations and modifications to the plan. Use visual descriptions such as run charts to describe what actually happened when you ran the test.

**Study:**

Complete analysis and synthesis. Do the results align with the predictions? What new questions or issues arose? What are our updated theories? Under what conditions could the results be different?

|  |  |
| --- | --- |
| **What did we learn from this cycle?** Compare predictions to findings. | |
| Predictions (from above) | Findings/Lessons Learned |
|  |  |
| **Did the change lead to an improvement?** | |

**Act:**

**Decision:** What action are we going to take as a result of this cycle (Adopt, Adapt, or Abandon)? Are we ready to implement? What other processes or systems might be affected by this change?

**🞏 Adapt** *(Modify this change and plan next PDSA cycle; loop back to “Plan”)*

**🞏 Abandon** *(Change didn’t work/won’t lead to improvement. Identify new change; plan new PDSA cycle; loop back to “Plan”))*

**🞏 Adopt** *(Data revealed this change was effective and worked well; Next step, develop implementation plan)* **>>>>**

**Implementation Plan** *(how will we fully implement this change; document action plan here or in action plan template):*

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