

Quality
Improvement

FOR GENERAL PRACTICE

PDSA ***Template***

An extract from NWMPHN Quality
Improvement Workbook



phn
NORTH WESTERN
MELBOURNE

An Australian Government Initiative

Template 1 Plan, Do, Study, Act – time to get ‘cycling’

Take action using a ‘Plan, Do, Study, Act’ (PDSA) cycle for each activity you’ve decided to implement.

This is an extract from the Quality Improvement workbooks. It should be used along with the Model for Improvement and other tools found in these workbooks.













We have provided room to record six as a guide – but complete as many of these activities as you need to.







Activity Table 5: Timeframes and responsibilities

1	<p> Activity</p> <p> Person responsible  By when</p> <p> Expected outcomes</p>
2	<p> Activity</p> <p> Person responsible  By when</p> <p> Expected outcomes</p>

Activity Table 5: Timeframes and responsibilities (continued)

3	<p> Activity</p> <p> Person responsible  By when</p> <p> Expected outcomes</p>
4	<p> Activity</p> <p> Person responsible  By when</p> <p> Expected outcomes</p>
5	<p> Activity</p> <p> Person responsible  By when</p> <p> Expected outcomes</p>

Activity Table 5: Timeframes and responsibilities (continued)

6	 Activity	
	 Person responsible	 By when
	 Expected outcomes	

Next, create copies of the PDSA cycle template and fill one out for **each activity**. This will help you to break your project down into manageable chunks, allocate responsibilities more easily, and accurately assess what’s working and what’s not. Ensure that each PDSA table includes details of who is doing what, and by when, to keep your project on track.






Note that you can run more than one PDSA at a time. This will depend on the change you’re making, and the time it’s likely to take before any measurable improvement. If results are likely to take longer (more than a month, for example, or a year), running separate, sequential PDSAs for each activity would mean the project would take too long.

Note that you do not have to complete this table immediately. The ‘plan’ and ‘do’ parts are completed before implementation, and the ‘study’ and ‘act’ parts are completed afterwards.



PDSA cycle template

You’ve got your plan and are now ready to start ‘cycling’ through PDSAs.



Activity Table 7: PDSA cycle template



 Goal	
 Activity number	 Staff member responsible
 Date started	 Date completed



Part 2: The doing part – Plan, Do, Study, Act

 <h2 style="margin: 0;">Plan</h2>	 Describe the brainstorm idea you are planning to work on. (Idea)
Plan the test, including a plan for collecting data	What exactly will you do? Include what, who, when, where, predictions and data to be collected.

 Idea (activity)	
 What (step-by-step)	
 Who	 When
 Where	 Prediction
 Data to be collected	
 Baseline	

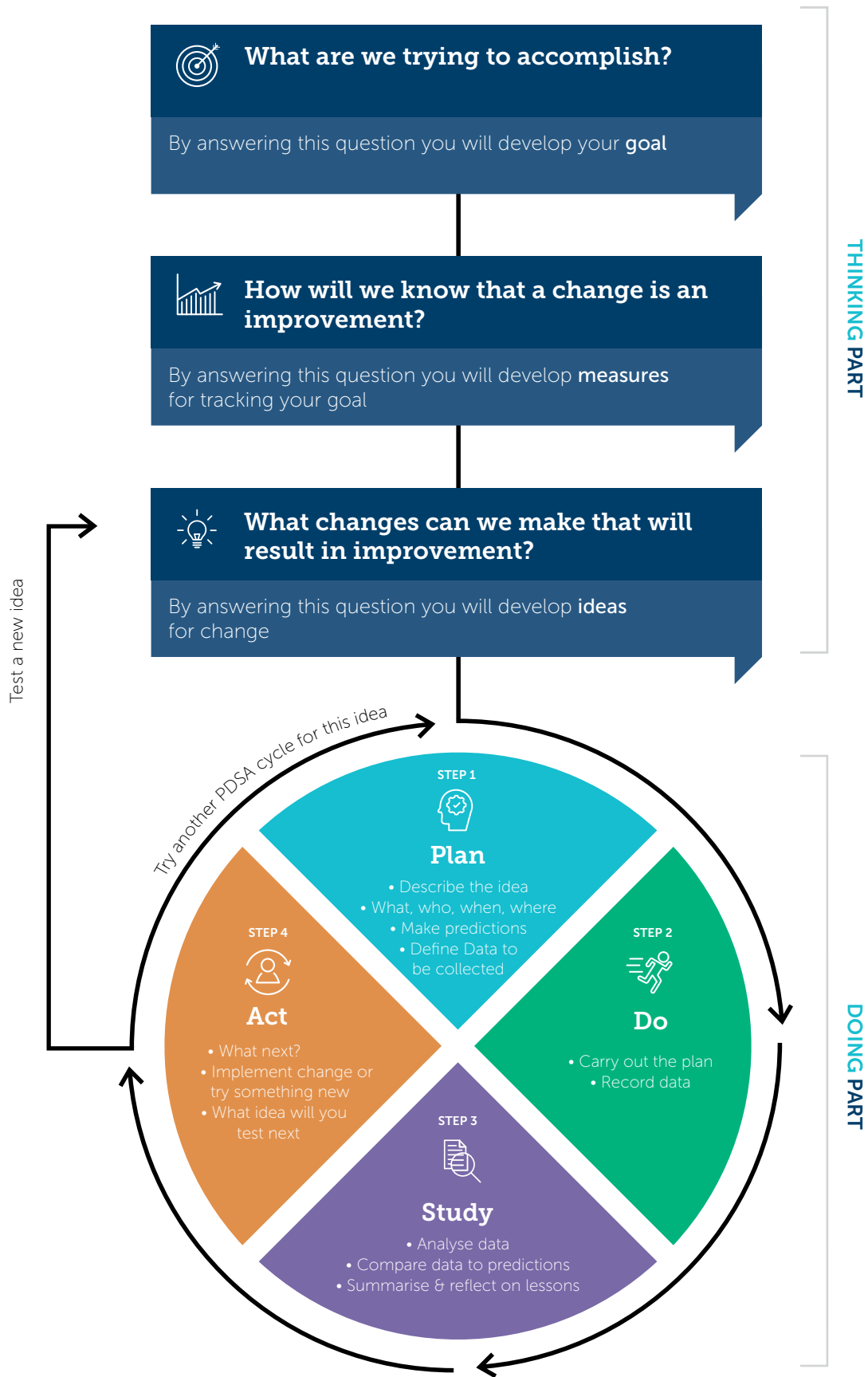
 <h2 style="margin: 0;">Do</h2>	 Carry it out, and describe how you went (Action)
Run the test on a small scale	Was the plan executed successfully? Did you encounter any problems or difficulties?

 Study	 Does the data show a change? (Reflection)
Analyse the results and compare them to your predictions	What does the data say? Did you meet your predictions? If you fell short, suggest why.

 Act	 Do you need to make changes to your original plan? (What next?) OR Did everything go well?
Based on what you learned from the test, plan for your next step	If this idea was successful you may like to implement this change on a larger scale or try something new. If the idea did not meet its overall goal, consider why not and identify what can be done to improve performance.

Repeat Step 2 for other ideas. What idea will you test next?

Figure 1: The Model for Improvement and the Plan, Do, Study, Act cycle



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