|  |  |  |
| --- | --- | --- |
| TASK | **TARGET COMPLETION DATE** | **ACTUAL COMPLETION DATE** |
| The Thinking Part |  |  |
|  | Identify a change idea |  |  |
| Develop a S.M.A.R.T. goal |  |  |
|  | Select Measures |  |  |
|  | Brainstorm ideas for implementing change |  |  |
| Develop objectives |  |  |
| The Doing Part – PDSA Cycle |  |  |
|  | Establish the QI Team |  |  |
| Develop a QI Project Plan |  |  |
| Collect baseline data |  |  |
|  | Implement the planned activities |  |  |
| Monitor progress via process measures |  |  |
| Inform and engage with whole of practice team |  |  |
|  | Compare new data to baseline data |  |  |
| Share outcomes with team |  |  |
|  | Collect evidence of outcomes |  |  |
| Review and continue or review and start next cycle! |  |  |

# Quality Improvement Checklist for General Practice

Oct 2018

