

QUALITY IMPROVEMENT TOOL – PDSA TESTS

Meeting Date: _____

Team Members Present: _____

Instructions:

- This tool is to be used for planning and reporting Plan-Do-Study-Act tests, after your team has met to discuss the problem you want to address, analyzed the possible causes of the problem, and generated ideas to try to fix the problem.
- As a team, agree on **one** idea to try or “test” with PDSA for a short period of time (e.g. 1 day, or one week), to try to address the problem. **For this exercise, complete the shaded part only.** (For regular ongoing use, complete all sections and repeat as you conduct multiple PDSA cycles).

<p>Problem:</p> <ul style="list-style-type: none"> • What problem are you trying to improve? What is your aim statement? 	
<p>Change idea:</p> <ul style="list-style-type: none"> • What one idea (see list on other side of this paper) are you going to test to see if it helps improve the problem? 	
<p>PDSA planning:</p> <ul style="list-style-type: none"> • Plan: <ul style="list-style-type: none"> ▪ What will you do? ▪ Who will be responsible for it? ▪ When will you do it? ▪ What will be your measure of the success of the PDSA? ▪ Who will document it? 	
<ul style="list-style-type: none"> • Do: (fill this out after you conduct the test) <ul style="list-style-type: none"> ▪ Was it implemented as planned? In what ways was it different? • Study: <ul style="list-style-type: none"> ▪ How did the test work out? How did the test affect what you were measuring? • Act: <ul style="list-style-type: none"> ▪ If the test appeared to help, what adjustments do you think might help make the improvement even better? <ul style="list-style-type: none"> ▪ (e.g. adjust the intervention, try in a different location or with different clients, test a larger number or for longer time. ▪ If you adjust, repeat the test starting with Plan) . 	
<ul style="list-style-type: none"> • PDSA #2 (complete another set of descriptions of the Plan, Do, Study, Act cycle, and what was learned from it) 	