|  |  |
| --- | --- |
| **GOAL:** *(Specific, Measurable, Achievable, Realistic, Time-limited)* |  |
| **TIME FRAME:**  | *Start by dd/mm/yyyy* | *Finish by: dd/mm/yyyy* |
| **MEASURE:** |  |
| **STARTING POINT:***Background information**Initial discussion* | *Who will get things started?* *How is the owner or principle engaged?* |
| **IMPROVEMENT IDEA:***Engage team**Brainstorm ideas**Decide which idea* | *Team meeting? Team Poll– tea room sheet asking for ideas, digital polling tool?**Who decides?* |

Step One: Consider the Change Management

|  |  |
| --- | --- |
| **WHY will we do this?****What difference will it make?** | **Importance of doing this***See QI starters for more information***Team Score/10** |
| Understand the depth of the team’s motivation to overcome the problems as they arise, complete the change and sustain the change. The stronger the motivation, the greater your likelihood of success. *See QI starters for more information* |
| **What difference will this idea make to patients?** |
| **What difference will this idea make to clinicians?** | **Confidence we will succeed***See QI starters for more information***Team Score****/10** |
| **What difference will this idea make to the practice?** |
| **What difference will this idea make to the health system?** |

Step Two: Planning-Testing-Analysing

|  | **PLAN THE TEST** | **RUN THE TEST ON A SMALL SCALE** | **ANALYSE RESULTS AND COMPARE AGAINST YOUR PREDICTION** |
| --- | --- | --- | --- |
| **START TESTING** | **Who will do what, when and by when?****What data, who and how to collect?** | **Start date of test****End date of test** | **Results****Problems? Need more steps? Keep testing (below)****OR ready for rollout? Go to ‘Business as usual’ (below)** |
| **KEEP TESTING – FIX PROBLEMS OR TAKE ANOTHER STEP***Delete if not needed and go straight to Rollout to Business as Usual* | **Who will do what, when and by when?****Is data still being collected?** | **Start date of test****End date of test** | **Results****Problems? Need more steps? Keep testing (below)****OR ready for rollout? Go to ‘Business as usual’ (below)** |
| **KEEP TESTING – FIX PROBLEMS OR****TAKE ANOTHER STEP***Delete if not needed and go straight to Rollout to Business as Usual* | **Who will do what, when and by when?****Is data still being collected?** | **Start date of test****End date of test** | **Results****Problems? Need more steps? Keep testing (below)****OR ready for rollout? Go to ‘Business as usual’ (below)** |
| ***ADD AS MANY ROWS AS YOU NEED TO KEEP TESTING*** |  |  |  |
| **ROLLOUT TO BUSINESS AS USUAL** | **Who will regularly do what, when and by when? How will you maintain your improvement (what is your plan B if staff are on leave, etc)?** **What data will you collect to review your progress?** |
| X MONTH REVIEW DATE:  |