**Quality Improvement Plan**

Develop a QI plan to provide structure and timelines to guide your team through quality improvement activities.

Tip: To support your practice team with implementing quality improvement activities, refer to the **EMPHN Quality Improvement Learning Module**: [www.emphn.org.au/quality-improvement](http://www.emphn.org.au/quality-improvement)

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| **Goal: What are you trying to accomplish?** |
| **Tip:** Create a **SMART** goal (Simple, Measurable, Achievable, Realistic and Timely). How good do you want to be and by when?  |
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| **Measure: What data will you use to track your improvement journey?** |
| **Tip:** Consider how you will use the EMPHN practice report and POLAR to capture the data needed to measure your activities undertaken. Refer to **Appendix A** to record your data throughout your improvement journey.  |
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| **Activities/Ideas: What changes will you make that will lead to an improvement (small steps)?** |
| **Tip:** Capture a list of practical steps to undertake and test using PDSA cycles. Refer to **Appendix B** for a PDSA template to record your activities. |

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| **Activity/Ideas** | **Date Completed** | **Notes**  |
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**Appendix A**

**Data Report**
Use this spreadsheet to capture your data to track your improvement journey. It is important to capture your baseline data before you start any improvement activity.

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| **Measure** | **Practice** **Target** | **Baseline** **Data** **Date: \_\_\_\_\_\_\_** | **Month/PIP Quarter** |
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**Appendix B**

**PDSA Template**

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| **Activity/Idea:** |

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| **PDSA Cycle:** |
| **Plan**: What exactly will you do? Include what, who, when, where, prediction and date to be collected. |

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| **Do**: Was the plan executed? Document any unexpected events or problems. |

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| **Study:** Record, analyse and reflect on the results. |

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| **Act:** What will you take forward from this cycle? (What is your next step/PDSA cycle?) |

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