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| **Plan-Do-Study-Act planning tool** |

**PDSA title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  New PDSA [ ]  Linked to a previous PDSA (title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Plan:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are we going to do?** | **Person responsible** | **When to be done?** | **Where to be done?** | **For how long?** |
|  |  |  |  |  |
| **What prompted this change?** |
|  |
| **Who are we going to involve?**  |
| [ ]  Staff? If yes, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Residents? If yes, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Anybody else? If yes, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **How long will the change be tested for?** |
|  |
| **How will the impact of the change be measured?**  |
| [ ]  Routinely collected measures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  One-off measures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Staff feedback: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Resident feedback: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Predict what will happen when the change is carried out** |
| **What will improve?** | **What could go wrong?** |
| **Who will assess what happened?** | **Date/time to assess this** |
|  |  |
| **What preparation is needed before the change is tested:** | **Person responsible** | **When to be done?** | **Where to be done?** | **How long?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Date/time of the meeting to review this PDSA: \_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_

**Do:**

Date of the test: \_\_\_\_\_\_\_\_\_ Did the test go as planned? [ ]  Yes [ ]  No

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| **Describe what happened** |
|  |
| **Report on collected measures**  | **Did anything else happen?** |
|  |  |

**Study:**

|  |  |
| --- | --- |
| **Describe how the results compared with prediction** | **How did this compare to previous cycle (if applicable)?** |
|  |  |
| **What was learnt?** | **How could this be done better?** |
|  |  |

**Act:**

|  |
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| **What is the next step?**  |
| [ ]  Adapt/develop this PDSA [ ]  Test this PDSA for longer [ ]  Test this PDSA on more people [ ]  Introduce this as daily routine [ ]  Stop this PDSA [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Describe what will happen next**  |
|  |