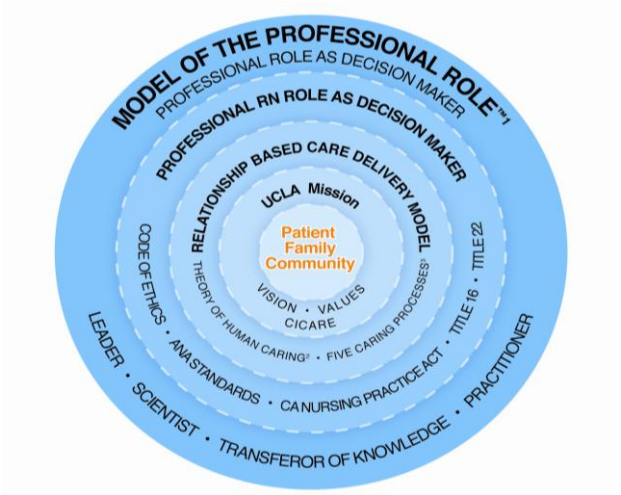
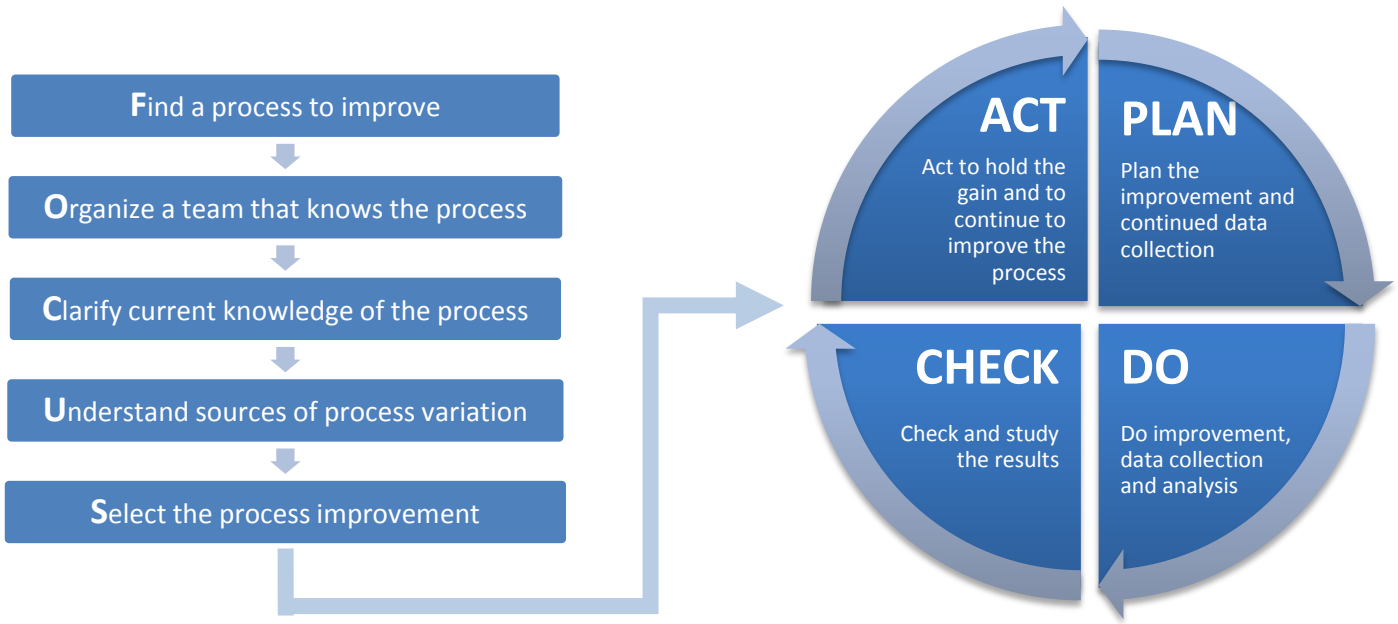
Worksheet for Performance Improvement Activities

This worksheet is a useful tool for documenting your improvement projects. It allows you to examine and document your evidence-base improvement project within the context of the FOCUS-PDCA model. The worksheet also covers key elements of the A3/A4 process. Use this worksheet to help your team document its performance improvement efforts. Your team will test several different changes for each improvement project, and each change may go through several FOCUS-PDCA cycles. Fill out this worksheet for each project you lead; documenting each cycle. Keep a file (electronic and hard copy) of all improvement projects on your unit. For all projects, remember to keep in mind the Professional Practice Model and how that defines your professional role as a nurse at SMH.



[1]O'Rourke Model of the Professional Role™ [2]Watson Theory of Human Caring
[3]Swanson Five Caring Processes

Problem-focused Practice Question	Knowledge-focused Practice Challenges
1. Risk management data (Ex: UOR) **2.** Quality data (Ex: Falls) **3.** Identification of clinical problem (Ex: Data/Audit Results)	**1.** National agencies or organizational standards & guidelines (Ex: The Joint Commission) **2.** New information in literature **3.** Professional specialty standards of practice (Ex: AACN, AORN)



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DATE: _____

PROJECT: _____

TEAM MEMBERS: _____

FIND: (PROBLEM STATEMENT)

What is the goal of this improvement cycle? What are your measurable outcome(s)?

ORGANIZE/CLARIFY/UNDERSTAND: (CURRENT STATE and ANALYSIS)

Identify scope of practice (e.g. Medicine, Nursing, Therapy). Gather Review appropriate team and assign leadership. Review relevant evidence-based research, best practices and innovations. Brainstorm solutions. Evaluate and summarize findings:

SELECT:

Determine if there is sufficient evidence to support the change. If yes, then begin the improvement cycle

PLAN: (GOALS & METRICS; POTENTIAL SOLUTIONS)

Plan a test of change. Include who, what (outcome measure with documented baseline), where and when. Make sure that there is a plan in place for the collection of outcome data: Who, what, when, where (create a checklist or audit tool for your practice change)

* Consider IRB review for human subject protection and if qualifies as a research project

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DO: (IMPLEMENT THE TEST OF CHANGE ON A PILOT UNIT)

Was the cycle carried out as planned?

CHECK: (EVALUATE THE PROCESS & OUTCOMES)

Did this change produce the desired results? Document the change through measurable outcomes. If desired results were not achieved, how did the results differ from what was desired?

ACT: (CREATE ACTION PLAN & SUSTAIN RESULTS)

If results support spread of the practice change, gain leadership support for spread of the change. Sustain results through regular and ongoing outcomes monitoring/review. List actions that will be take as a result of this cycle (cite your references in updated policies)

Plan for the next cycle of PDCA, if applicable:

* Communicate improvements within hospital and publish if IRB approval was obtained prior to improvement intervention