### Resident Patient Safety Quality Improvement Committee
#### Plan-Do-Study-Act / Action Plan

<table>
<thead>
<tr>
<th><strong>Why do you want to do this project? (Justification)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>What trigger or current knowledge (for example, patient satisfaction data, quality data, current evidence) drive the need for a product, process, or quality improvement?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Team members:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>QI Committee Faculty advisor:</td>
<td></td>
</tr>
<tr>
<td>PM&amp;R Residents:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PLAN:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>What is objective for project – measurable, manageable, and time-limited.</td>
<td></td>
</tr>
<tr>
<td>Assess current process.</td>
<td></td>
</tr>
<tr>
<td>What will be changed?</td>
<td></td>
</tr>
<tr>
<td>What data to be collected?</td>
<td></td>
</tr>
<tr>
<td>How do you know it will get done?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DO:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe change process and procedure to be followed. Identify timeline. Dates of change.</td>
<td></td>
</tr>
<tr>
<td>Implement pilot/change. Collect data.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>STUDY:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-/Post data or trend line/chart</td>
<td></td>
</tr>
<tr>
<td>Did the change go as planned?</td>
<td></td>
</tr>
<tr>
<td>Lessons learned?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ACT:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>How did you make a difference?</td>
<td></td>
</tr>
<tr>
<td>Summary of project: what happened? Should the change be permanent or another cycle/change be tried?</td>
<td></td>
</tr>
<tr>
<td>What councils/committees need to be involved?</td>
<td></td>
</tr>
<tr>
<td>Education / training needed?</td>
<td></td>
</tr>
<tr>
<td>How will this be sustained? When should re-measurement occur? Ongoing? Celebrate?</td>
<td></td>
</tr>
</tbody>
</table>

*Adapted from: Station Memorandum OQM&S -171 / Attachment C and C1 / October 2009*