



PDSA Checklist and Guide

Single Step - Each PDSA often contains only a **segment or single step** of the entire tool implementation.

Short Duration - Each PDSA cycle should be as brief as possible for you to gain knowledge that it is working or not (some can be as **short as 1 hour**).

Small Sample Size - A PDSA will likely involve only a portion of the practice (maybe 1 or 2 doctors). Once that feedback is obtained and the process refined, the implementation can be broadened to include the whole practice.

Plan	Do	Study	Act
<p>Here you will write a concise statement of what you plan to do in this testing. This will be <u>much more focused and smaller than the implementation of the tool</u>. It will be a small portion of the implementation of the tool.</p> <p><input type="checkbox"/> The statement is a concise statement of what we will do.</p> <p><input type="checkbox"/> The statement is small and focused</p> <p><input type="checkbox"/> We have included a measurement or an outcome that we hope to achieve</p> <p style="padding-left: 20px;"><input type="checkbox"/> Quantitative Measurement (# of doctors performed teach-back)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Qualitative Measurement (nurses saw less congestion in the lobby)</p> <p>The time limit that you are going to do this study – remember, it does not have to be long, just long enough to get your results. And, you may set a time limit of 1 week but find out after 4 hours that it doesn't work. You can terminate the cycle at that point because you got your results.</p> <p><input type="checkbox"/> Time Limit _____</p>	<p>Execute the PLAN</p> <p>What did you observe? (Ex. how the patients react, how the doctors react, how the nurses react, how it fit in with your system or flow of the patient visit)</p> <p>Did everything go as planned?</p> <p style="padding-left: 40px;"><input type="checkbox"/> Yes</p> <p style="padding-left: 40px;"><input type="checkbox"/> No</p> <p style="padding-left: 40px;">If no, did I have to modify the plan?</p>	<p>What did you learn?</p> <p>Did you meet your measurement goal?</p> <p>If you met your goal, how well did it work?</p>	<p>What did you come away with for this implementation?</p> <p>If it did not work, what can you do differently in your next cycle to address that?</p> <p>If it did work, are you ready to spread it across your entire practice?</p>