

## ACP Quality Connect: PDSA Planning Worksheet

Question	Your Plan
<p><b>What is your planned change?</b> (Example: Your PDSA aim and goal is to increase the number of diabetic patients receiving foot exams from 20 to 50% in the next three months. Your plan involves having the nurse who rooms the diabetic patient to ask them to remove their shoes and socks.)</p>	<p><b>Our planned change is:</b></p>
<p><b>What outcome do you predict?</b> (Example: We predict that every diabetic patient seen during the timeframe of this cycle will receive a foot exam.)</p>	<p><b>Our predicted outcome is:</b></p>
<p><b>When will you implement the change?</b> (Example: The change will be implemented over the month of September.)</p>	<p><b>We will implement the change in the following time frame:</b></p>
<p><b>Where will you implement the change?</b> (Example: We will implement this change in one of our clinics.)</p>	<p><b>We will implement the change in the following location:</b></p>
<p><b>Which patients will be involved?</b> (Example: My patients with a known diagnosis of diabetes and scheduled appointments in the next month.)</p>	<p><b>We will involve the following patient population:</b></p>
<p><b>Who will implement the change?</b> (Example: the medical assistant, who pulls the charts for next day appointments, will tag the charts of diabetic patients with a sticky note reminder about foot exams; my nurse will be responsible for asking diabetic patients to remove their shoes and socks.)</p>	<p><b>The following members of the team will implement the change:</b></p>
<p><b>How will you measure the change?</b> (Example: The physician will give the sticky note reminder to the medical assistant with a plus written on it if the shoes and socks were removed and a minus if they were not.)</p>	<p><b>The following members of the team will be involved in measuring the change by:</b></p>
<p><b>How will you help the team track the change?</b> (Example: The medical assistant will provide a verbal update every week and create a run chart that is displayed in the staff conference room.)</p>	<p><b>We will track and communicate the results of our planned change by:</b></p>