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| **PLAN** | **Idea:** Improve the recording of the smoking status of patients aged 15 and over.  **Who:** Practice Manager, clinical staff  **When:**  **Where:** Practice  **Data to be collected:** Use Pen Cat4 data extraction tool to extract patient list.  **Prediction:** Improve number recorded by at least 10% in next 3 months |
| **DO** | ***Was the plan executed? Document any unexpected events or problems.***   * Extract list as per Pen CS QI Training guide. * Number or percentage of patients detected was: * Clinical staff to be informed of proposed activity * Patients will be identified using TopBar during visits and status recorded. |
| **STUDY** | ***Record, analyse and reflect on the results.***   * List extracted again 3 months after commencement of PDSA cycle * Number or percentage recorded now is: |
| **ACT** | ***What will you take forward from this cycle? (next step or next PDSA cycle)***   * Ensure that smoking status is kept up to date for patient 15 years and over |

**Plan Do Study Act Cycle example**

**Recording Smoking Status**