12 Month | Quality Improvement Record

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| **GOAL SETTING****NOTE:** This document can be used for **ONE** “Practice Incentive Payment Quality Improvement (PIP QI)” Quarter or is suitable for a **12-month** strategic approach**This record can also be used to assist with preparation for RACGP Accreditation** |
| Practice name: | PIP QI Quarter/s: |
| Record completed by: | Date: |
| **Focus Area & Aim…. What are you trying to achieve? What is your goal?**Use**Specific, Measurable, Achievable, Relevant, Time-based, Agreed (S.M.A.R.T.A)** goals.***Example:*** *Our practice would like to increase clinical coding/recording of smoking status, weight, alcohol intake and physical activity in each patient’s clinical record within the next 3/6/9/12 months.* |
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| **What are the ways that you can review and measure the activity?** ***Example:*** *The practice nurse can use the Primary Health Network practice dashboard (or run a CAT 4 report in PEN CS) to observe the baseline data. This can be reviewed at monthly intervals and at the end of the PIP QI Quarter.* |
| *\*PCIO TIP\* insert image of baseline data or scan dashboard report and attach to this document. Your PCIO can help with this if you need.* |
| **IDEAS…. What activities and changes can we make to help you reach your GOAL?** Develop ideas that you would like to test towards achieving your goal. Use the **S.M.A.R.T.A** approach when developing your ideas.***Example:*** *By August 2021, record 100% allergy status for all active patients.* |
| **Idea 1.** |  |
| **Idea 2.** |  |
| **Idea 3.** |  |
| **Idea 4.** |  |

Quality Improvement

**Plan, Do, Study, Act (PDSA) Cycle**

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| **IDEA 1** |  |
| **PLAN***Who is going to undertake this activity?* *When are they going to do it? What resources/software will they need?* | **Who:** **When:** **Where:** **Data to be collected:** **Data predictions**:  |
| **DO (DID)***Was the plan executed?* *Were there any unexpected events or problems? Record data.* |  |
| **STUDY***Review actions and reflect on outcome. Compare to predictions* |  |
| **ACT***What now?* *What will you take forward?* *What is the next step?* |  |

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| **IDEA 2** |  |
| **PLAN***Who is going to undertake this activity?* *When are they going to do it? What resources/software will they need?* | **Who:** **When:** **Where:** **Data to be collected:** **Data predictions**:  |
| **DO (DID)***Was the plan executed?* *Were there any unexpected events or problems? Record data.* |  |
| **STUDY***Review actions and reflect on outcome. Compare to predictions* |  |
| **ACT***What now?* *What will you take forward?* *What is the next step?* |  |

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| **IDEA 3** |  |
| **PLAN***Who is going to undertake this activity?* *When are they going to do it? What resources/software will they need?* | **Who:** **When:** **Where:** **Data to be collected:** **Data predictions**:  |
| **DO (DID)***Was the plan executed?* *Were there any unexpected events or problems? Record data.* |  |
| **STUDY***Review actions and reflect on outcome. Compare to predictions* |  |
| **ACT***What now?* *What will you take forward?* *What is the next step?* |  |

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| **IDEA 4** |  |
| **PLAN***Who is going to undertake this activity?* *When are they going to do it? What resources/software will they need?* | **Who:** **When:** **Where:** **Data to be collected:** **Data predictions**:  |
| **DO (DID)***Was the plan executed?* *Were there any unexpected events or problems? Record data.* |  |
| **STUDY***Review actions and reflect on outcome. Compare to predictions* |  |
| **ACT***What now?* *What will you take forward?* *What is the next step?* |  |