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| **Plan, Do, Study, Act**  |
| **Organization/Department name**: **Today’s date:**  |
| **Area of focus:****What principle does it target?**[ ]  **Safety ☐Trustworthiness & transparency**[ ]  **Peer support ☐Collaboration & mutuality**[ ]  **Cultural, historical & gender issues ☐ Empowerment & choice** |
| **What is the strategy being tested?** **Anticipated start date**:  |
| **PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List the tasks necessary to complete the strategy:  | Person responsible (who) | Anticipated Due date  | Check when complete  | Notes and observations |
| 1. |  |  | [ ]  |  |
| 2. |  |  | [ ]  |  |
| 3. |  |  | [ ]  |  |
| 4. |  |  | [ ]  |  |
| 5. |  |  | [ ]  |  |
| 6. |  |  | [ ]  |  |

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| **Impacts: What are the anticipated impacts of this strategy? (for example, what will look, feel, or be different shortly after we implement this strategy?)****How will this be measured?** **DO:**Carry out the plan as outlined above; note your observations and collect your measurements **STUDY:**Was the cycle carried out as planned? ⁪[ ]  Yes ⁪[ ]  NoWhat did you observe (expected and unexpected findings)?Did the results match your predictions? ⁪ ⁪[ ]  Yes ⁪[ ]  NoWhat does the information collected tell you (What did you learn)? |
| **ACT:** Decide to Abandon, Adapt, Adopt* Adopt: Select changes to implement on a larger scale and develop an implementation plan and plan for sustainability.
* Abandon: Discard this change idea and try a different one.
* Adapt: Improve the changes and continue testing plan. Describe what you will change in the next PDSA:

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