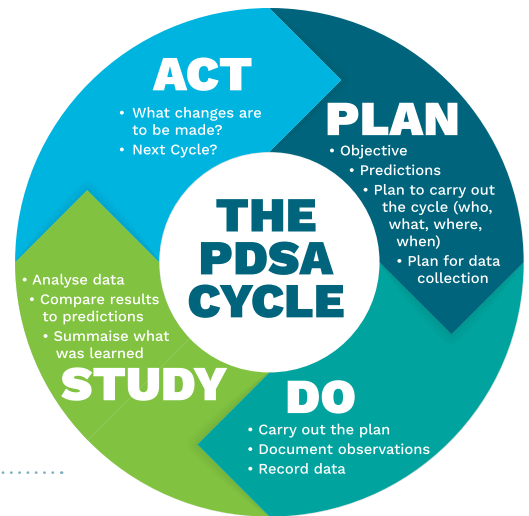# STANDARD 6 CONTINUOUS QUALITY IMPROVEMENT PROJECT

Your Organization:

Accreditation Cycle:

Project Start Date:

Project End Date:

THE PDSA CYCLE

ACT
- What changes are to be made?
- Next Cycle?

PLAN
- Objective
- Predictions
- Plan to carry out the cycle (who, what, where, when)
- Plan for data collection

DO
- Carry out the plan
- Document observations
- Record data

STUDY
- Analyse data
- Compare results to predictions
- Summaise what was learned

Three fundamental questions should be answered by the CQI project:

1. What are we trying to accomplish?
2. How will we know a change is an improvement?
3. What changes can we make that will result in an improvement?

Use this form to conduct your CQI project and then submit this completed form as part of your Annual Status Report.

*Examples of completed CQI projects can be found on the DEAP Quality Coordinator Resource webpage.

PLAN

This section will outline your plan for the change you will be testing this year.

A. Explain what you are trying to improve, fix, or accomplish and what you hope to change.

B. How will making this change improve your DSMES services and outcomes for your DSMES participants?

C. What are some possible ways to fix the problem? Document 2–3 possible solutions that you will be able to implement in your setting.

D. Choose one of the solutions you listed in section C and outline the tasks you plan to do to carry the solution forward. (Pilot the solution on a small scale to see if it results in your desired outcome.)

Task Description	Person(s) Responsible	When (start/due dates)	How will the task take place?

E. Choose one baseline measurement for your project.

(Project baseline is where you are starting before any changes are implemented. Knowing the baseline data will help you to know if the change is an improvement. Baseline data might be one of the following:

✓ The previous year's aggregate data

✓ Current data

✓ A clinical or operational benchmark

F. How do you define and measure success? (What is the target outcome of your project?)

G. What data needs to be collected during the project to compare to your baseline?

What data will be collected?	Person(s) Responsible	When will the data collection take place and for how long?	How/where will data be collected?

DO

Perform the tasks and collect the data outlined in your plan.
Complete this section at scheduled intervals (example: biweekly or bimonthly) as you are implementing your solution outlined in your plan above.

H. What did you observe? Were there any problems or unexpected findings?

STUDY

Complete this section once you have concluded testing your solution and you have your final data.

I. What are the results? (Please provide actual data)

J. Did the change result in the desired outcome? Compare your results to your target outcome.

K. Were there implementation lessons learned or any unintended consequences, surprises, successes or failures?

ACT

Based on what was learned from the test, select one of the following:

❑ **Adopt: Consider taking the solution that led to success and expand it on a larger scale.**

Explain how you will do that:

❑ **Adapt: Modify the changes and repeat PDSA cycle.**

Explain what will change in the next PDSA cycle:

❑ **Abandon: Change your approach and repeat PDSA cycle.**

The solution you carried out on a small scale during this cycle was not successful. Explain the new solution you are going to test in the next cycle: